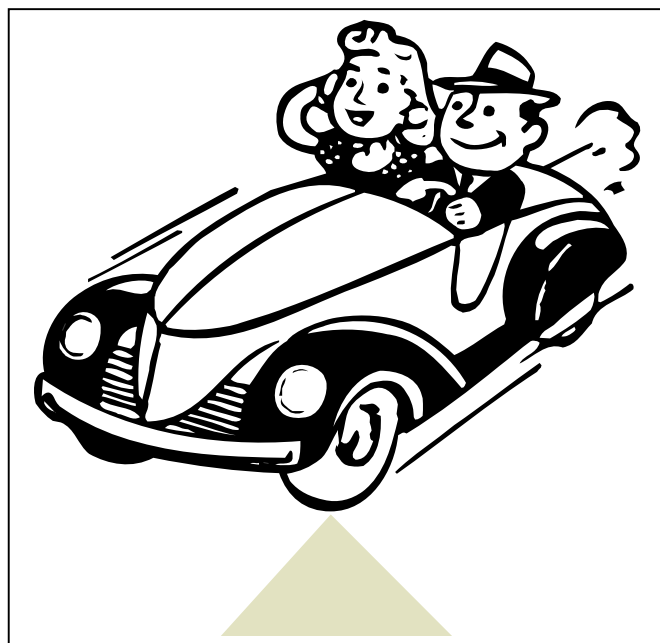


DRIVER AND PLATE SEARCH

User Guide



The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 902-3600 or TTY (360) 664-8885.

Driver and Plate Search Application

Document Revision History

Version Number	Date	Description
1.0	12/01/2000	Initial release – for DOL Communications Unit
2.0	9/20/2002	Incorporate DOL Standard look and feel for Web applications
2.1	9/24/2002	SSR enhancements, digital certificate information
3.0	12/17/2002	Final enhancements in preparation for Internet access
4.0	1/16/2003	Split out section on gaining access to application
5.0	9/23/2003	Update and revision, applying documentation standards
5.1	11/10/2003	Minor revisions
5.2	11/08/2005	Modified to include SecureAccess Washington Text

Contact Information:
Department of Licensing
Dani Waldron
Phone 360-902-3824 • Fax 360-570-4924 • E-Mail dwaldron@dol.wa.gov

Table of Contents

Introduction.....	1
User Classes.....	1
Logging on/off	1
Navigation.....	2
Wildcards	2
About this User Guide	2
Part One – External User	3
Driver and Plate Search Home Page.....	3
Driver Search Screen	5
Processing a Driver Search	8
Driver Search Results	10
How to Proceed	12
More than 300 Records Returned	14
Requesting an Unload from DOL.....	14
Query Error Screen	16
Vehicle Search Screen	17
Processing a Vehicle Search	21
Vehicle Search Results	23
How to Proceed	24
More than 300 Records Returned	26
Requesting an Unload from DOL.....	26
Query Error Screen	28
Part Two – Power User.....	29
Extended Functionality for Power User.....	29
Driver and Plate Search Home Page.....	30
Driver Search Screen	32
Processing a Driver Search	36
Driver Search Results	39
How to Proceed	41
More than the Maximum Number of Records Returned	43
Requesting an Unload from DOL.....	43
Query Error Screen	45
Vehicle Search Screen	47
Processing a Vehicle Search	51
Vehicle Search Results	54
How to Proceed	55
More than the Maximum Number of Records Returned	57
Requesting an Unload from DOL.....	57
Query Error Screen	59
Glossary	61

Introduction

The Driver and Plate Search application (DAPS) provides access to driver and vehicle records for Department of Licensing (DOL) staff, law enforcement, and other authorized users. The application operates in a browser environment and is available for search queries 24 hours a day, except during system maintenance.

The DAPS application can be accessed from the Internet using one of two access methods. SecureAccess Washington allows access to DAPS with the use of a unique single self-generated User-ID and password. Once signed in, users will have access to DAPS functionality with the restriction of viewing sensitive data (i.e., customers Social Security Number). Transact Washington provides a higher level of security with the use of personal Digital Certificates. Once signed in using Transact, users will have full access to DAPS including the ability to view sensitive data.

User Classes

Users of the DAPS application are divided into two classifications:

- **External User** – This classification is assigned to each user by default when a request for access is approved by Department of Licensing.
- **Power User** – This classification is assigned to external users who have been granted additional application functionality that gives additional “Where to Search” options and allows them to change the number of records displayed after a search.

NOTE: SecureAccess Washington users, regardless of assigned classification, are restricted from viewing data that is classified as sensitive by the Department of Licensing.


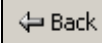
Logging on/off

Logging on to the Driver and Plate Search application is accomplished through the Transact Washington portal (<http://transact.wa.gov>) or SecureAccess Washington portal (<http://SecureAccess.wa.gov>).


To log off of the DAPS application click on the **LOG OFF** button .

Please log off of the DAPS application before closing the browser window.

Navigation

The Driver and Plate Search application operates in a browser environment (Internet Explorer window). Use the browser's forward button  and back button  to move from one screen to the next.

Underlined items, such as ADAMSAA0123AA, are hyperlinks. Clicking on them will route you to another screen or record, allowing access to additional information.

If you click on the X  in the upper right corner of your browser window, you will exit the DAPS application. **It is recommended that you first log off of the application before closing the browser window.**

Wildcards

The following wildcards can be used in search queries:

- The underscore symbol (_) substitutes as a single character
- The percent sign (%) substitutes as zero or more characters

Using Wildcards

Wildcards can be used when a letter or number is unknown, when information is scarce or sketchy, or when you desire to increase the number of search results.

For example, if you have a last name that might be Alderson, Alderton, or Aldermon, you could search using the name Alder_on. This will search for all records that match the first and last parts of the name. The underscore symbol (_) replaces a single character, and must be placed in the exact position of the character in question.

If you have a partial license plate number, such as 023, you could search using %023%. This will return all license plates that contain the number set 023. If you know the first part of the license plate is 023, search using 023% to return all plates beginning with those numbers. If you are searching by street address but don't know the house number, you can search using %Street Name%. This will return results with house numbers and additional street information (such as SE, NW).

About this User Guide

This User Guide provides information and step-by-step instructions on the Driver and Plate Search application.

The User Guide is designed to be an online help tool. You may print the document, if desired.

Part One – External User


Driver and Plate Search Home Page


Once you have gained access through Transact Washington or SecureAccess Washington to the Driver and Plate Search application, the following page will load in your browser window:





DAPS Home Page

The Driver and Plate Search **Home** page is your entry point into the DAPS application. Please note the following menu items:

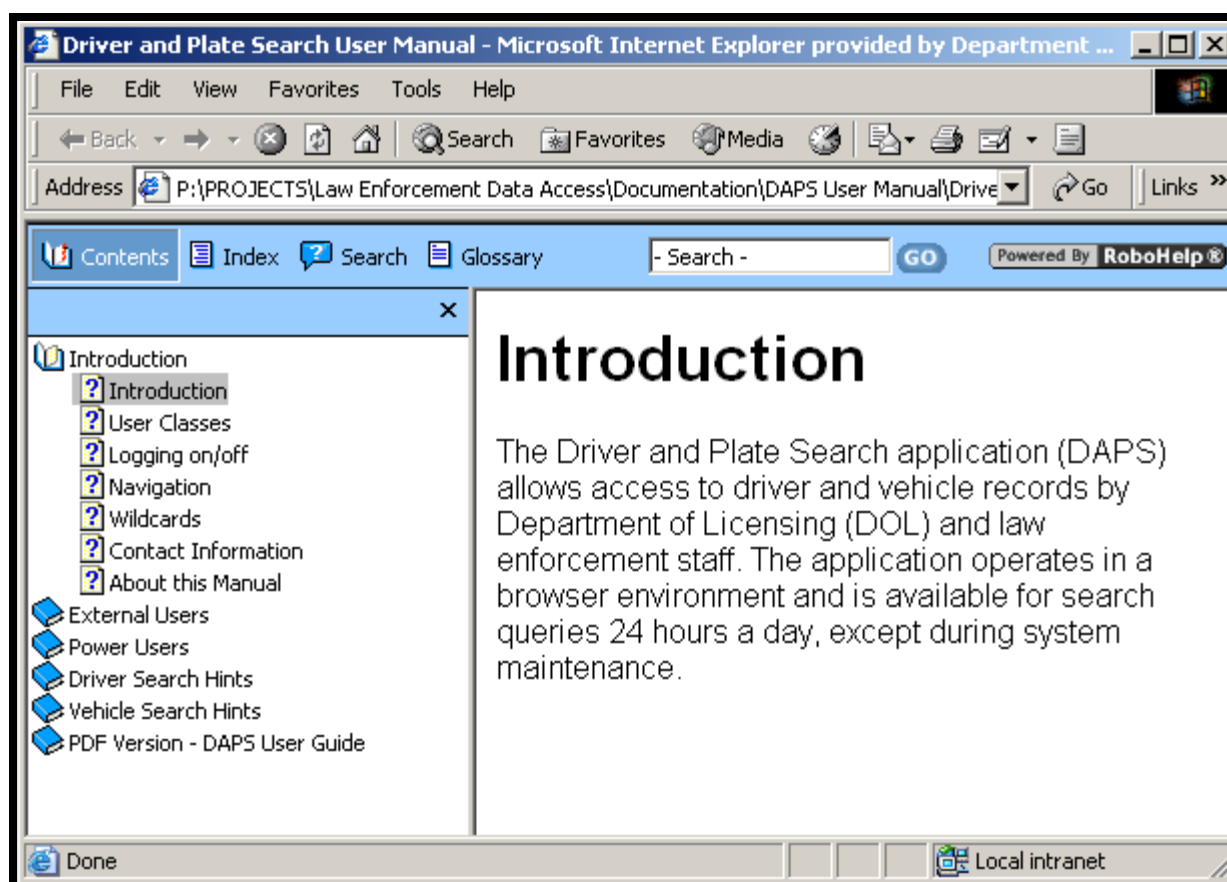
HOME:  The **HOME** button will route you to the DAPS application **Home** page. This button is common to all screens.

DRIVER SEARCH:  The **DRIVER SEARCH** button opens the **Driver Search** screen where you will initiate a search of the Driver information. You may also request vehicle owner records in this type of search.



VEHICLE SEARCH:  The **VEHICLE SEARCH** button opens the **Vehicle Search** screen where you will initiate a search of the Vehicle and Vehicle Owner information.

HELP:  The **HELP** button launches the **DAPS User Guide**. The **User Guide** operates in a window that is separate from the DAPS application.

To navigate within the **User Guide**, click once on a topic or hyperlink. The entire Help screen may not be visible at one time; you may need to use the scroll bars to view all of the information.

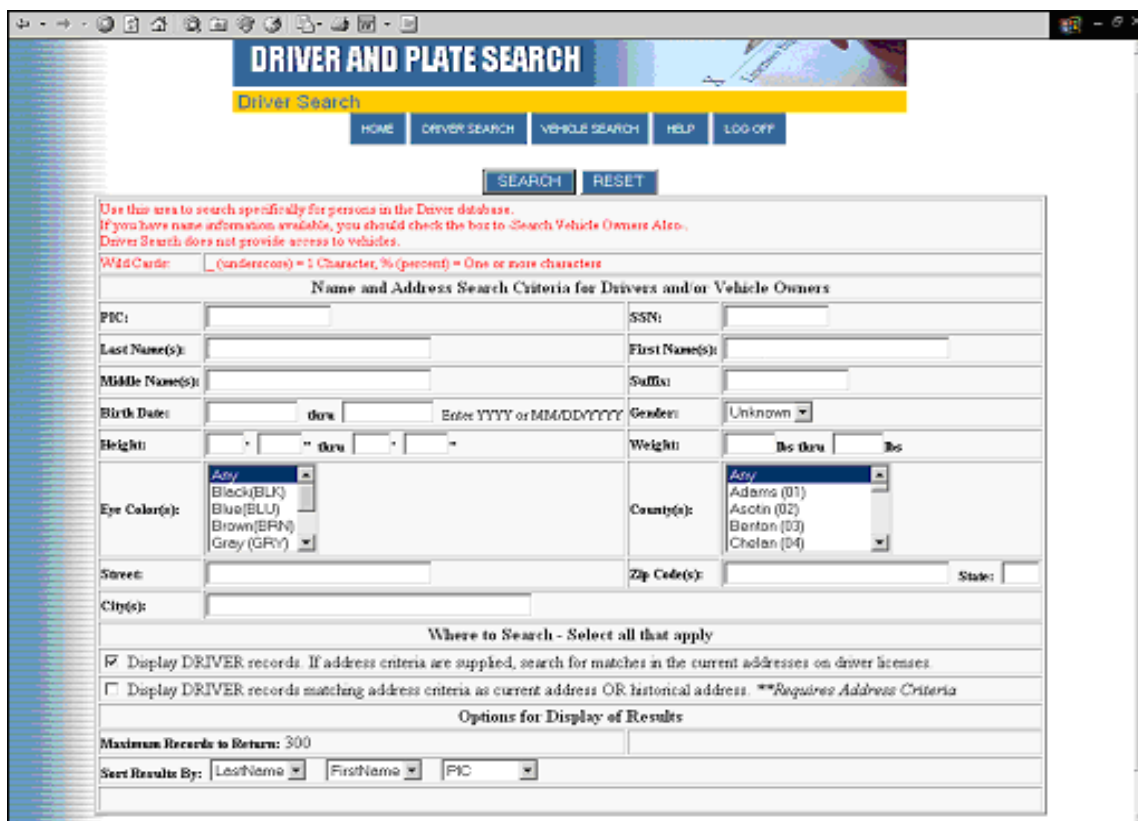


DAPS User Guide

LOG OFF:  The **LOG OFF** button closes the DAPS application. **To allow the application to close properly, it is important to log off before closing the browser window. You may click on the LOG OFF button**  **on any DAPS screen to exit the application.**

Driver Search Screen

Click once on the **DRIVER SEARCH** button . The **Driver Search** screen opens:



Driver Search Screen – External User

Driver Search Screen Data Fields

PIC: Personal Identification Code. A unique code based on a person's name and birth date that is used by DOL for record identification. The PIC is known as the Driver License, Identicard, permit, or Operator License Number (OLN). You may use all or part of the PIC. Wildcards are allowed.

SSN: Social Security Number. Enter all three sections of the SSN. You may use wildcards in place of any of the individual numbers.

Last Name(s): Last name. Enter all or part of the last name. You may search using more than one last name by separating each name with a comma. For example: Doe, Smith, Jones. Wildcards are allowed. This field allows a maximum of 255 characters.

First Name(s): First name. Enter all or part of the first name. You may search using more than one first name by separating each name with a comma. For example: Jana, Jane, Janet. Wildcards are allowed. This field allows a maximum of 255 characters.

Middle Name(s): Middle name. Enter all or part of the middle name. You may search using more than one middle name by separating each name with a comma. For example: Fae, Fay, Faye. Wildcards are allowed, but may significantly slow the search. This field allows a maximum of 255 characters.

Suffix: Suffix. The suffix comes *after* a name. Examples are: Jr, Sr, PhD. Wildcards are allowed, but may significantly slow the search.

Birth Date: Birth date. Enter the specific birth date or a range of dates. Enter a specific birth date as MM/DD/YYYY (01/01/1971). Enter a range of dates as MM/DD/YYYY (01/01/1971) or as YYYY (1971). Enter a specific birth date in the first data field.

Gender: Gender. Automatically defaults to **Unknown** if no selection is made from the drop-down list.

Height: Height. Enter a specific height or a range of heights as feet inches. If you search for a specific height, the system looks for an exact match. Enter a range of heights to increase the search results.

Weight: Weight. Enter a range of weight in pounds.

Eye Color(s): Eye color. Select from the drop-down list. You may select more than one color by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. If you select eye color(s), the system will look for an exact match or only those records matching the eye colors selected.

County(s): County of residence. You may select more than one county from the drop-down list by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. Selecting a single county will limit the search results to legal residents of that specific county. Selecting more than one county will expand the search results to residents of the counties selected.

Street: Street address. You may search using the entire street address, or just by street name. Wildcards are allowed, but may significantly slow the search.

ZipCode(s): Zip Code. You may search using one or more Zip Code. If searching more than one Zip Code, separate each number with a comma. For example: 98501, 98502, 98503. Selecting a single Zip Code will limit the search results to those residing within that Zip Code area. Selecting more than one Zip Code will expand the search results to additional areas. Wildcards are allowed. This field allows a maximum of 255 characters.

State: State. Enter the state as the standard two-letter abbreviation (WA, OR). Wildcards are allowed.

City(s): City of residence. You may enter all or part of the city name. You may also search using more than one city by separating each name with a comma. For example: Seattle, Sea-Tac, Tukwila. Selecting a single city will limit the search results to residents of that specific city. Selecting more than one city will expand the search results to residents of the cities selected. Wildcards are allowed. This field allows a maximum of 255 characters.

Where to Search Options

Display DRIVER records. If address criteria are supplied, search for matches in the current addresses on driver licenses. This box is checked by default, and initiates a search of the Driver database. Leave this box checked even if you do not have address information. This is the most common type of search.

Display DRIVER records matching address criteria as current address OR historical address. *Requires Address Criteria.*** Select this box to search records that have current or historical addresses matching your address criteria.

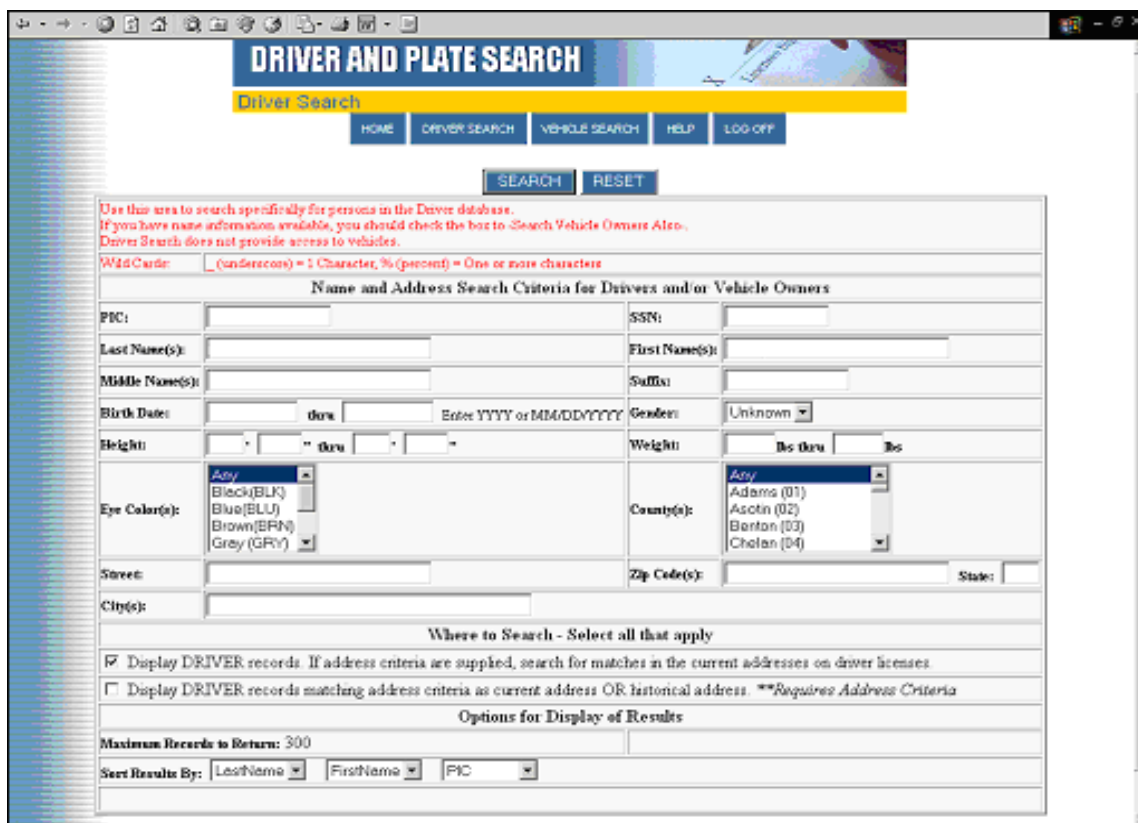
Options for Display of Results

Maximum Records to Return: The DAPS system will return a maximum of 300 records. If you are searching for a common name, such as Anderson or Smith, include as much information as possible to narrow the search.

Sort Results By: Search results are defaulted to sort by last name, first name and PIC. You may select other options such as SSN, Birth Date, and City from the drop-down lists.

Processing a Driver Search

Click on the **DRIVER SEARCH** button  to access the **Driver Search** screen:




Driver Search Screen – External User

When conducting a search of records in the Driver database, you may use any combination of data fields on this screen. The more data fields completed, the more accurate the search results. Fields ending with an (s) mean that you can search by more than one value for the field by separating each value with a comma.

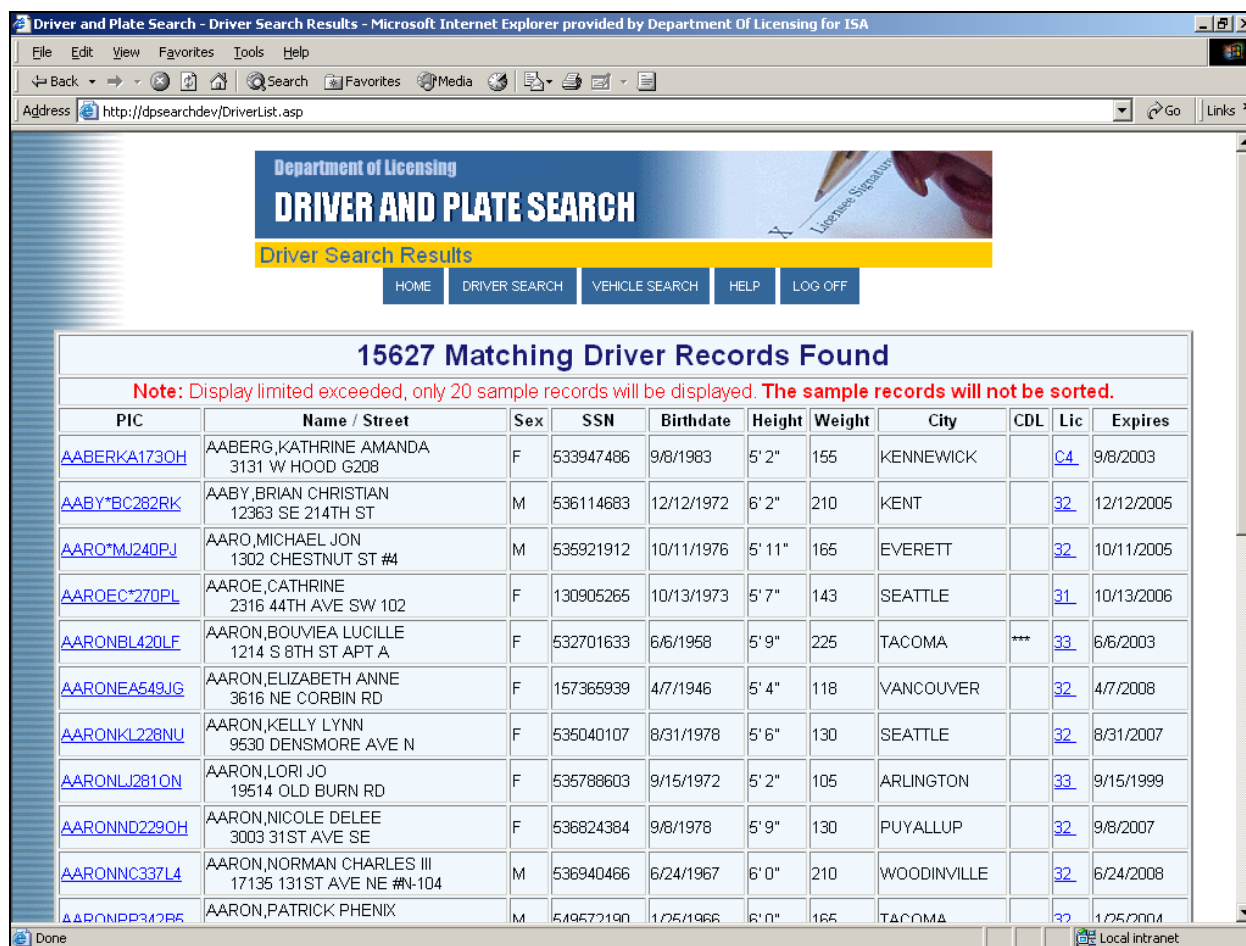
NOTE: One of the key fields for a quick search with specific results is the **PIC** data field. The PIC (Personal Identification Code) is also known as the **OLN** (Operator License Number).

1. Place the cursor in the data field desired and enter the appropriate information. You must enter at least one of the following: Last Name, PIC, SSN, Birth Date, City, Street, or County.
2. Once you have completed entering personal information, select from the **Where to Search** options.

3. If desired, you may choose different **Sort Results By** options by selecting from the drop-down lists.
4. Click once on the **SEARCH** button .

The time it takes the system to search the Driver database may be lengthy depending upon the search criteria. A search utilizing a PIC will be much faster than a search of possible last names and birth dates.

The DAPS system will display a maximum of 300 records. If more than 300 records are found, the system will identify the number of records found, but it will only display a 20-record sample on the **Driver Search Results** screen:



15627 Matching Driver Records Found

Note: Display limited exceeded, only 20 sample records will be displayed. The sample records will not be sorted.

PIC	Name / Street	Sex	SSN	Birthdate	Height	Weight	City	CDL	Lic	Expires
AABERKA173QH	AABERG, KATHRINE AMANDA 3131 W HOOD G208	F	533947486	9/8/1983	5' 2"	155	KENNEWICK		C4	9/8/2003
AABY*BC282RK	AABY, BRIAN CHRISTIAN 12363 SE 214TH ST	M	536114683	12/12/1972	6' 2"	210	KENT		32	12/12/2005
AARO*MJ240PJ	AARO, MICHAEL JON 1302 CHESTNUT ST #4	M	535921912	10/11/1976	5' 11"	165	EVERETT		32	10/11/2005
AAROE*270PL	AAROE, CATHRINE 2316 44TH AVE SW 102	F	130905265	10/13/1973	5' 7"	143	SEATTLE		31	10/13/2006
AARONBL420LF	AARON, BOUVIEA LUCILLE 1214 S 8TH ST APT A	F	532701633	6/6/1958	5' 9"	225	TACOMA	***	33	6/6/2003
AARONEA549JG	AARON, ELIZABETH ANNE 3616 NE CORBIN RD	F	157365939	4/7/1946	5' 4"	118	VANCOUVER		32	4/7/2008
AARONKL228NU	AARON, KELLY LYNN 9530 DENSMORE AVE N	F	535040107	8/31/1978	5' 6"	130	SEATTLE		32	8/31/2007
AARONLJ281ON	AARON, LORI JO 19514 OLD BURN RD	F	535788603	9/15/1972	5' 2"	105	ARLINGTON		33	9/15/1999
AARONND229OH	AARON, NICOLE DELEE 3003 31ST AVE SE	F	536824384	9/8/1978	5' 9"	130	PUYALLUP		32	9/8/2007
AARONNC337L4	AARON, NORMAN CHARLES III 17135 131ST AVE NE #N-104	M	536940466	6/24/1967	6' 0"	210	WOODINVILLE		32	6/24/2008
AARONPP342B5	AARON, PATRICK PHENIX	M	549572190	1/25/1966	6' 0"	165	TACOMA		32	1/25/2004

Driver Search Results Screen

At this point, you have the option of narrowing the search by excluding or including information. For example, if you think the individual's name is some variant of Davidson and you've entered DAV% in the **Last Name(s)** field, you could narrow the results by entering an additional letter: DAVI%. Likewise, if you've entered ten possible last names, you could narrow the search by entering only five last names.

Driver Search Results

If your Driver search brings up 300 or fewer records, the **Driver Search Results** screen opens:

Department of Licensing
DRIVER AND PLATE SEARCH
Driver Search Results

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

4 Matching Driver Records Found

PIC	Name / Street	Sex	SSN	Birthdate	Height	Weight	City	CDL	Lie	Expires
MITCHBA796CH	MITCHELL, BRADLEY ARTHUR 3125 PATTERSON ST NE	M	532348826	3/11/1966	6'0"	270	OLYMPIA		22	3/6/2007
MITCH0349206	MITCHELL, GINA GLORIA 9034 LOOKUP AVE NW	F	537522673	3/26/1943	5'6"	205	OLYMPIA		22	3/26/2007
MITCH032909E	MITCHELL, RONALD 734 SURGON RD SE	M	564345360	8/6/1961	5'6"	220	OLYMPIA		20	8/6/2007
MITCH8A1820Q	MITCHELL, SUZAN ABIDE 920 FLOVER ST SE	F	534734822	11/23/1952	5'9"	260	OLYMPIA		22	11/23/2005

Processing Results

User Name	Firstname Lastname	Start Time:	Finish:
		12/5/2002 2:38:56 PM	12/5/2002 2:38:56 PM
Criteria Supplied	LastName:mitchell WeightFrom:200 WeightThru:300 County:34		
Query Type	SQL Search Executed	Processing Time	Records Found
Standard Driver	Select Driver.* From Driver Where (1 = 1) and (Driver.LastName = 'mitchell') and (Driver.Weight >= 200 and Driver.Weight <= 300) and (Driver.CountyID = '34') ORDER BY Driver.LastName, Driver.FirstName, Driver.PIC	Count 1 sec Select 1 sec	4
Unique PIC's Found:	4		

Driver Search Results Screen – External User

Notice that the menu items at the top of the screen are the same as on the **Driver Search** screen. You may click on any of these menu items to be routed to another point in the DAPS application. In addition, you may navigate from one screen to another by using your browser's forward and back buttons.

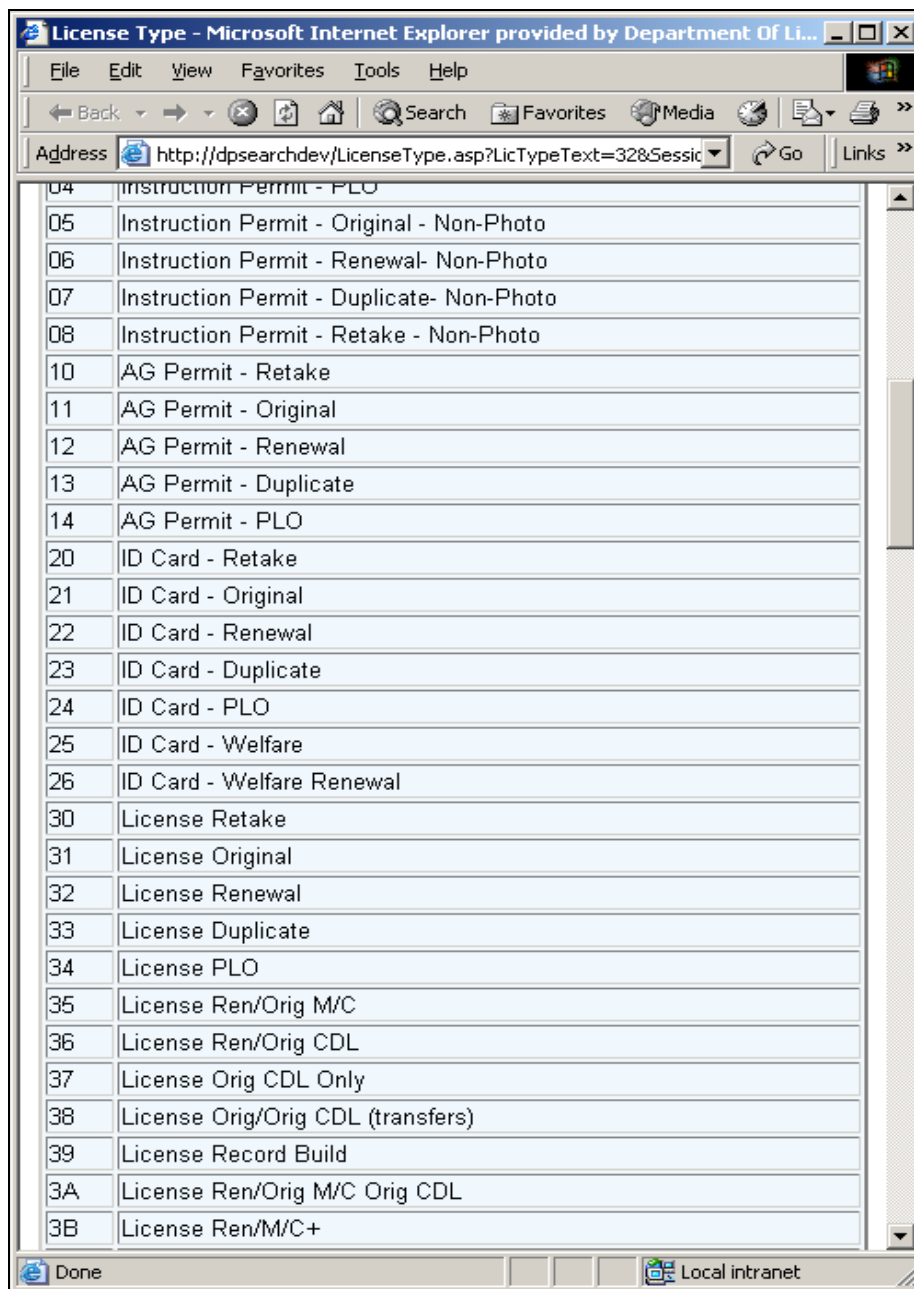
Matching Driver Records Found

This table displays the search results. These are the records found in the Driver database that match your search criteria.

Notice that each **PIC** is underlined. Underlined items indicate a hyperlink that, when clicked, will provide additional information. If you click on a **PIC**, you will access that specific Driver record where you will be able to view the details for that person.

The **CDL** (Commercial Driver License) column will contain 3 asterisks (***) if the Driver record contains CDL information. Click on the **PIC** to view CDL information.

The **LIC** (License) column contains the transaction code for the most recent activity to the Driver record. Notice that the **LIC** code is a hyperlink. If you click on the hyperlink, a new window opens that contains the name of the transaction and the master list of transaction types.



Types of Transactions

Processing Results


This table displays your user information, the search criteria that you supplied, processing information, the number of records found, and the number of unique PICs returned.

How to Proceed

Once the **Driver Results** screen opens (see *page 11*), you have four basic ways in which to proceed:

- **Accept the results as they are displayed.**
- **Access additional information on a specific Driver record.**
- **Do not accept the results; refine the search criteria.**
- **Select from the menu options.**

1. Accept the Results as Displayed:

If you are accepting the results as displayed, your choices are to view them on the screen or print them out. If you wish to print the results, click on the print icon  on your browser. This will print the entire list of results. If you wish to print only a portion of the results, you may copy and paste selected results into a word processing document, and then print the document.

2. Access Additional Information:

If you wish to view additional Driver information, click on a Personal Identification Code in the **PIC** field. Underlined information, such as the **PIC**, indicates a hyperlink. Clicking on this link will bring up another screen that will provide you with additional information, in a sense “drilling down” into that record. Use your browser’s forward and back buttons to move from screen to screen.

The following is a typical **Driver Information** screen:

The screenshot shows a web browser window titled "Driver and Plate Search - Driver Information - Microsoft Internet Explorer provided by Department of Licensing for ESA". The address bar shows a local file path. The page has a blue header with the "Department of Licensing" logo and "DRIVER AND PLATE SEARCH" text. Below the header is a yellow bar with "Driver Information" and navigation links: HOME, DRIVER SEARCH, VEHICLE SEARCH, HELP, and LOG OFF.

The main content area is titled "Selected Driver" and displays a table of driver information:

PIC:	MITCHSA182Q3	Name:	MITCHELL, SUZAN ABIDE		
SSN:	534724122	Date of Birth:	11/23/1952	Gender:	F
Height:	5' 9"	Weight:	260	Eye Color:	Brown(BRN)
Street:	920 PLOVER ST SE	City:	OLYMPIA	State:	WA
Zip Code:	98513 -	County:	Thurston	Country:	USA
Out of State:		Return to WA:		CDL:	0000000
Restrictions:		Motorcycle Endorsement:	No		
Last Trans:	32 - License Renewal				
Expires:	11/23/2005	Last Update:	11/21/2000 11:12:42 AM		

Below the "Selected Driver" table is the "Driver History" section, which contains a table with one entry:

Related PIC	Name	City	Date of Birth	Relation	Last Update
PCHL*SA182Q3				Name Change	11/21/2000 11:12:42 AM

The "Driver Comments" section shows "No Comments found". The "Driver Address History" section shows "No Driver Address History found". The "Driver Transactions" section contains a table with one entry:

PIC	Transaction Code	Previous Transaction Code	Transaction Date
MITCHSA182Q3	32 - License Renewal	34	1/1/1900

The "Related Vehicles" section shows "No Related Vehicles found".

Driver Information Screen – External User

Selected Driver: The **Selected Driver** table gives current Driver history.

Driver History: The **Driver History** table includes past Driver information, including aliases. Notice that the **PIC** is a hyperlink. Clicking on this link will open a pop-up window containing information for the related PIC.

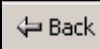
Driver Comments: This includes comments to the Driver record, if any.

Driver Address History: This includes the selected driver's address changes. Current address information will be displayed in the **Selected Driver** table at the top of the screen.

Driver Transactions: This includes a history of the transactions relating to the Driver record. This history pertains to the **PIC** on which the search was conducted.

Related Vehicles: Any vehicles owned by the driver are presented here. **Plate** numbers of related vehicles are hyperlinked to additional vehicle information.

3. Do Not Accept the Results; Refine the Search Criteria:

If the search returns too few or too many records, you may wish to go back to the **Driver Search** screen and include more information by which to search. Simply click on your browser's back button  to return to the **Driver Search** screen. Your original search criteria should continue to display so that you can modify the parameters and initiate another search.

4. Select from the Menu Options:

If desired, you may click on any of the menu buttons to log off or be routed to another area of the DAPS application.

More than 300 Records Returned

If you've narrowed the search as much as possible and still have more than 300 records returned, you have two options:

- Contact your office Power User to request an increase in the maximum records returned or to access additional **Where to Search** options.
- Request an **Unload** from the Department of Licensing Communications Unit. An **Unload** is a report that details all of the search results. **It may take more than 24 hours to receive this type of information.**

HINT: If your search criteria includes both genders and more than 300 records are found, you might be able to view all records by searching by one gender and then the other.

Requesting an Unload from DOL

If you have narrowed the search as much as possible and still have a return of more than 300 records, you may e-mail the Department of Licensing Communications Unit with a request for an **Unload**. When you request an Unload, DOL staff will produce a report that contains all of the records you have requested. These reports are typically either faxed or mailed back to the person who requests the Unload.

NOTE: It is very important to give the Communications Unit staff the exact search criteria that you used in your original search. If the search criteria do not match, the Unload Report from DOL will include information that is different from your original

search. In addition, it's important to note that the information contained in the Unload Report is that which is current in the system at the time the Unload is processed.

To request an Unload, scroll down to the bottom of the **Driver Search Results** screen to the table entitled **Processing Results**. The information in the **Criteria Supplied** field will be the criteria that you will send to DOL.

Driver and Plate Search - Driver Search Results - Microsoft Internet Explorer provided by Department Of Licensing for ISA										
File Edit View Favorites Tools Help										
Back Forward Stop Search Favorites Media Print										
Address http://dpsearchdev/DriverList.asp										
AARONPP342B5	AARON,PATRICK PHENIX 2012 S J ST	M	549572190	1/25/1966	6' 0"	165	TACOMA	32	1/25/2004	
AARONSL46308	AARON,SCOTT LEONARD 3281 HUNGRY JUNCTION ROAD	M	537468066	9/28/1954	6' 4"	260	ELLENSBURG	L1	9/28/2006	
AARONSRR238D6	AARON,STEPHEN ROOSEVELT 10423 60TH AVE S	M	536808364	3/26/1977	6' 2"	210	SEATTLE	23	3/26/2007	
AARONTD154DN	AARON,TJUANA D 14331 STONE AVE N	F		3/15/1985	5' 8"	200	SEATTLE	23	3/15/2004	
AARONLC770B4	AARONSON,LEWIS CLARKE 16871 NE 24TH PLACE	M	551264755	1/24/1923	5' 10"	160	BELLEVUE	32	1/24/2008	
AARSECM183KE	AARSETH,CONSTANCE MARIE 18383 127TH AVE NE	F	537086733	5/5/1982	5' 10"	118	ARLINGTON	31	5/5/2002	
AARSKMA200NA	AARSKAUG,MARCUS ANTHONY 5732 139 PL NE	M	535866313	8/1/1980	6' 1"	185	MARYSVILLE	23	8/1/2002	
AARSTGA718R3	AARSTOL,GENE ALVIN 3792 MT BAKER HWY	M	534280580	12/23/1929	5' 11"	228	EVERSON	32	12/23/2005	
AARSTLK407PZ	AARSTOL,LORI KAY 3792 MT BAKER HIGHWAY	F	537668142	10/9/1960	5' 2"	112	EVERSON	34	10/9/2005	
AARTSJ37503	AARTS,JAMES PATRICK 11424 CASE EXTENSION RD SW	M	537740372	9/23/1963	5' 9"	165	OLYMPIA	34	9/23/2005	

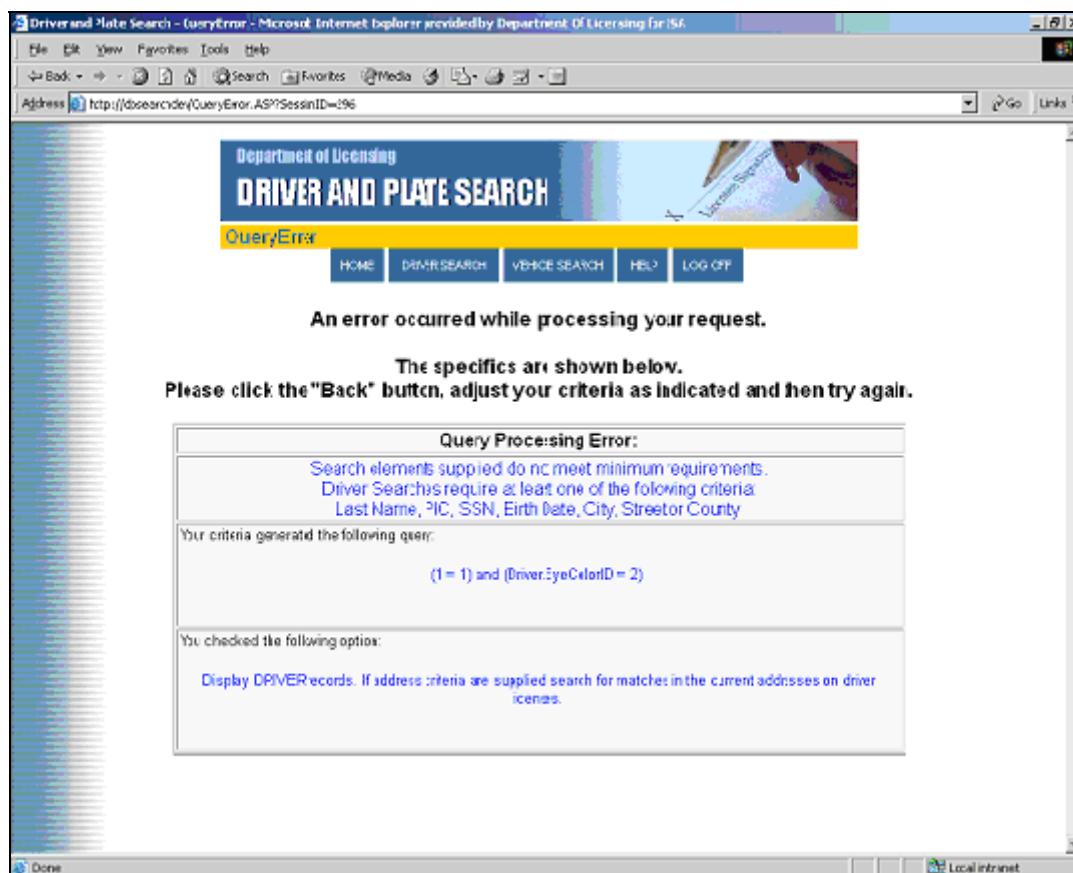
Processing Results			
User Name	Crocodile Dundee		
Criteria Supplied	LastName:a%		
Query Type	SQL Search Executed	Processing Time	Records Founds
Standard Driver	Select TOP 20 Driver.* From Driver Where (1 = 1) and (Driver.LastName Like 'a%')	Count: 1 sec Select: 1 sec	15627
Unique PICs Found: 20 Start Time: 9/12/2003 1:10:02 PM Finish: 9/12/2003 1:10:02 PM			

Driver Search Results Screen

1. Copy the information exactly as is given in the **Criteria Supplied** field. An easy way to do this is to use the computer mouse to highlight and **Copy** the information.
2. In the body of the e-mail to DOL, either type in the exact search criteria or **Paste** what you copied with the mouse.
3. Enter your contact information, such as your phone number and FAX number, and send the e-mail to the Department of Licensing Communications Unit. Depending upon the size of the report, DOL staff will send the results to you either by FAX or by the Postal Service.

Query Error Screen

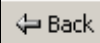
The **Query Error** screen will display if the search criteria that you entered gives rise to an error during the processing of your search. A typical example of a **Query Error** screen is:




Query Error Screen

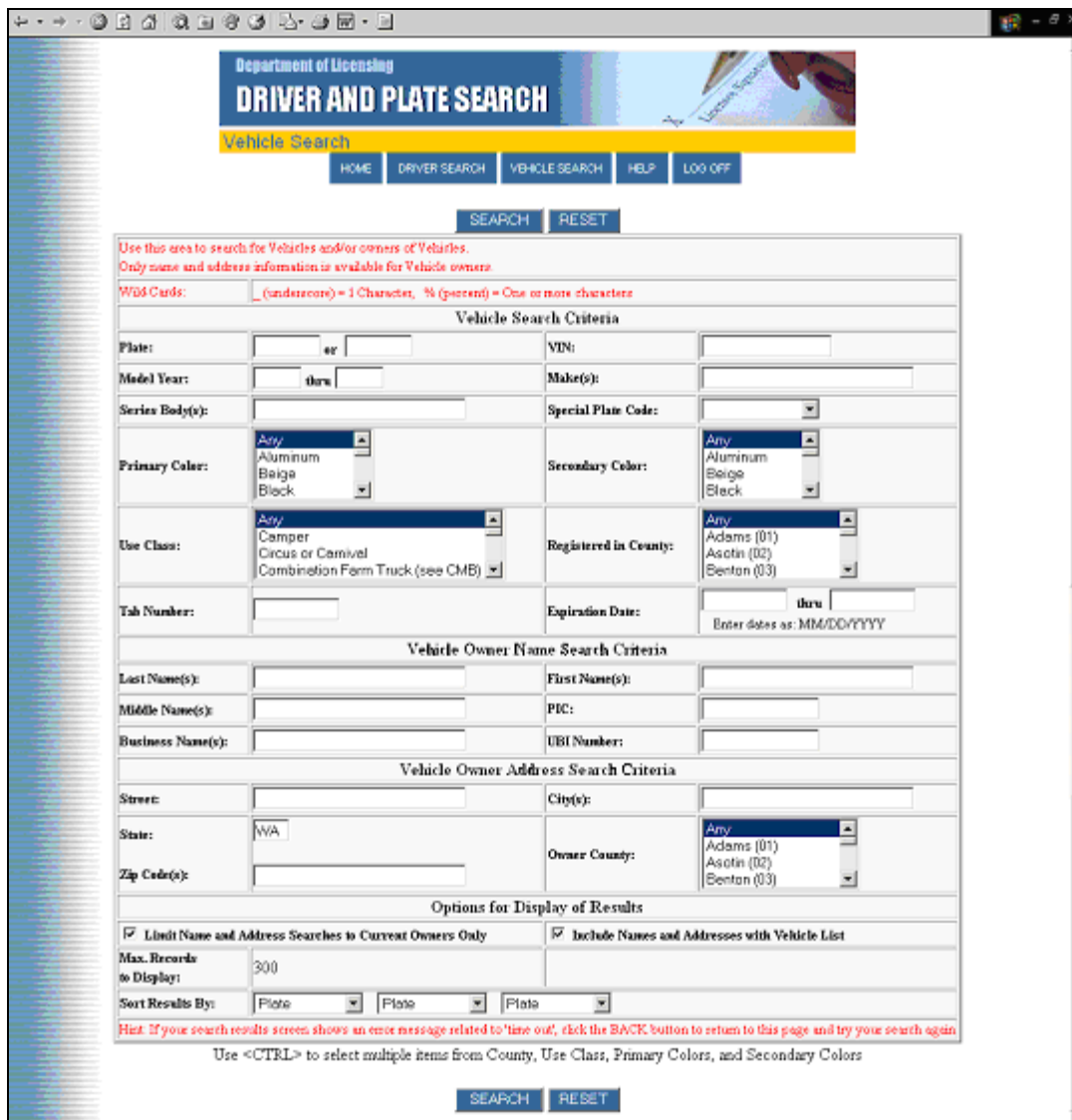
There are a number of reasons why a search will return an error. Some of the more common are:

- No records exist in the database that match the search criteria.
- Not enough information was given. For example, you must include one of the following: Last Name, PIC, SSN, Birth Date, City, Street, or County.
- Information is not entered correctly. For example, the first **Birth Date** data field is left empty, but a value is entered in the **thru** data field.

The **Query Processing Error** table will identify what caused the error to occur. Use the browser's back button  to return to the **Driver Search** screen to modify the search criteria and initiate another search.

Vehicle Search Screen

Click once on the **VEHICLE SEARCH** button . The **Vehicle Search** screen opens:



Department of Licensing
DRIVER AND PLATE SEARCH
Vehicle Search

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

SEARCH RESET

Use this area to search for Vehicles and/or owners of Vehicles.
Only name and address information is available for Vehicle owners.

Wild Cards: (underscore) = 1 Character, % (percent) = One or more characters

Vehicle Search Criteria

Plate: or VIN:

Model Year: thru Make(s):

Series Body(s): Special Plate Code:

Primary Color: (Any, Aluminum, Beige, Black) Secondary Color: (Any, Aluminum, Beige, Black)

Use Class: (Any, Camper, Circus or Carnival, Combination Farm Truck (see CMB)) Registered in County: (Any, Adams (01), Asotin (02), Benton (03))

Tab Number: Expiration Date: thru (Enter dates as: MM/DD/YYYY)

Vehicle Owner Name Search Criteria

Last Name(s): First Name(s):

Middle Name(s): PIC:

Business Name(s): UBI Number:

Vehicle Owner Address Search Criteria

Street: City(s):

State: (WA) Owner County: (Any, Adams (01), Asotin (02), Benton (03))

Zip Code(s):

Options for Display of Results

☒ Limit Name and Address Searches to Current Owners Only ☒ Include Names and Addresses with Vehicle List

Max. Records to Display: (300)

Sort Results By: (Plate) (Plate) (Plate)

Hint: If your search results screen shows an error message related to 'time out', click the BACK button to return to this page and try your search again.

Use <CTRL> to select multiple items from County, Use Class, Primary Colors, and Secondary Colors

SEARCH RESET

DAPS Vehicle Search Screen – External User

Vehicle Search Screen Data Fields

Plate: License plate number. You may enter two license plate numbers; use the first data field if only entering one plate number. Wildcards are allowed.

VIN: Vehicle Identification Number. You may use wildcards in the vehicle identification number.

Model Year: Vehicle model year. Enter model year as a single year or as a range of years in YYYY format (1990). Use the first data field to enter a specific year.

Make(s): Vehicle make. Enter all or part of the vehicle make. You may search for more than one make by separating each value with a comma. For example, Ford, Buick, Chev.

Series Body(s): Vehicle body style. Enter all or part of the body style. You may search for more than one body style by separating each value with a comma. For example, 2DR, 4DR. Wildcards are allowed.

Special Plate Code: Special license plate code identifying specialized plates. Select a value from the drop-down list.

Primary Color: Primary vehicle body color. Select a color from the drop-down list. You may select more than one color by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Secondary Color: Secondary vehicle color. Select a color from the drop-down list. You may select more than one color by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Use Class: Vehicle use classification. Select a value from the drop-down list. You may select more than one use class by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Registered in County: County in which the vehicle is registered. Select a county from the drop-down list. You may select more than one county by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. Selecting a single county will limit the search results to legal residents of that specific county. Selecting more than one county will expand the search results to residents of the counties selected.

Tab Number: License tab number. Enter the complete tab number.

Expiration Date: Vehicle license expiration date. Enter a specific date or a range of dates in MM/DD/YYYY format. You must enter a specific date in the first data field.

Last Name(s): Last name. Enter all or part of the last name. You may search using more than one last name by separating each name with a comma. For example: Doe, Smith, Jones. Wildcards are allowed.

First Name(s): First name. Enter all or part of the first name. You may search using more than one first name by separating each name with a comma. For example: Jana, Jane, Janet. Wildcards are allowed.

Middle Name(s): Middle name. Enter all or part of the middle name. You may search using more than one middle name by separating each name with a comma. For example: Fae, Fay, Faye. Wildcards are allowed, but may significantly slow the search.

PIC: Personal Identification Code. A unique code based on a person's name and birth date that is used by DOL for record identification. The PIC is known as the Driver License, Identicard, permit, or Operator License Number (OLN). You may use all or part of the PIC. Wildcards are allowed.

Business Name(s): Name of the business that owns the vehicle. Enter all or part of the business name. You may search using more than one name by separating each name with a comma. For example: Avis, Budget, Hertz. Wildcards are allowed.

UBI Number: Uniform Business Identifier. A sixteen-digit code used by DOL to identify a business. Wildcards are allowed.

Street: Vehicle owner street address. Enter all or part of the street address. Wildcards are allowed, but may significantly slow the search.

City(s): Vehicle owner's city of residence. You may enter all or part of the city name. You may also search using more than one city by separating each name with a comma. For example: Seattle, Sea-Tac, Tukwila. Selecting a single city will limit the search results to residents of that specific city. Selecting more than one city will expand the search results to residents of the cities selected. Wildcards are allowed.

State: Vehicle owner's state of residence. Enter the state as the standard two-letter abbreviation (WA, OR). Wildcards are allowed.

Owner County: Vehicle owner's county of residence. Select a value from the drop-down list. You may select more than one county by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. Selecting a single county will limit the search results to legal residents of that specific county. Selecting more than one county will expand the search results to residents of the counties selected.

Zip Code(s): Zip Code. You may search using one or more Zip Code. If searching more than one Zip Code, separate each number with a comma. For example: 98501, 98502, 98503. Selecting a single Zip Code will limit the search results to those residing within that area. Selecting more than one Zip Code will expand the search results to additional areas. Wildcards are allowed. This field allows a maximum of 255 characters.

Options for Display of Results

Limit Name and Address Searches to Current Owners Only: This box is checked by default. It will limit the search to a vehicle's current owners. If unchecked, the search is expanded to the vehicle's previous owners.

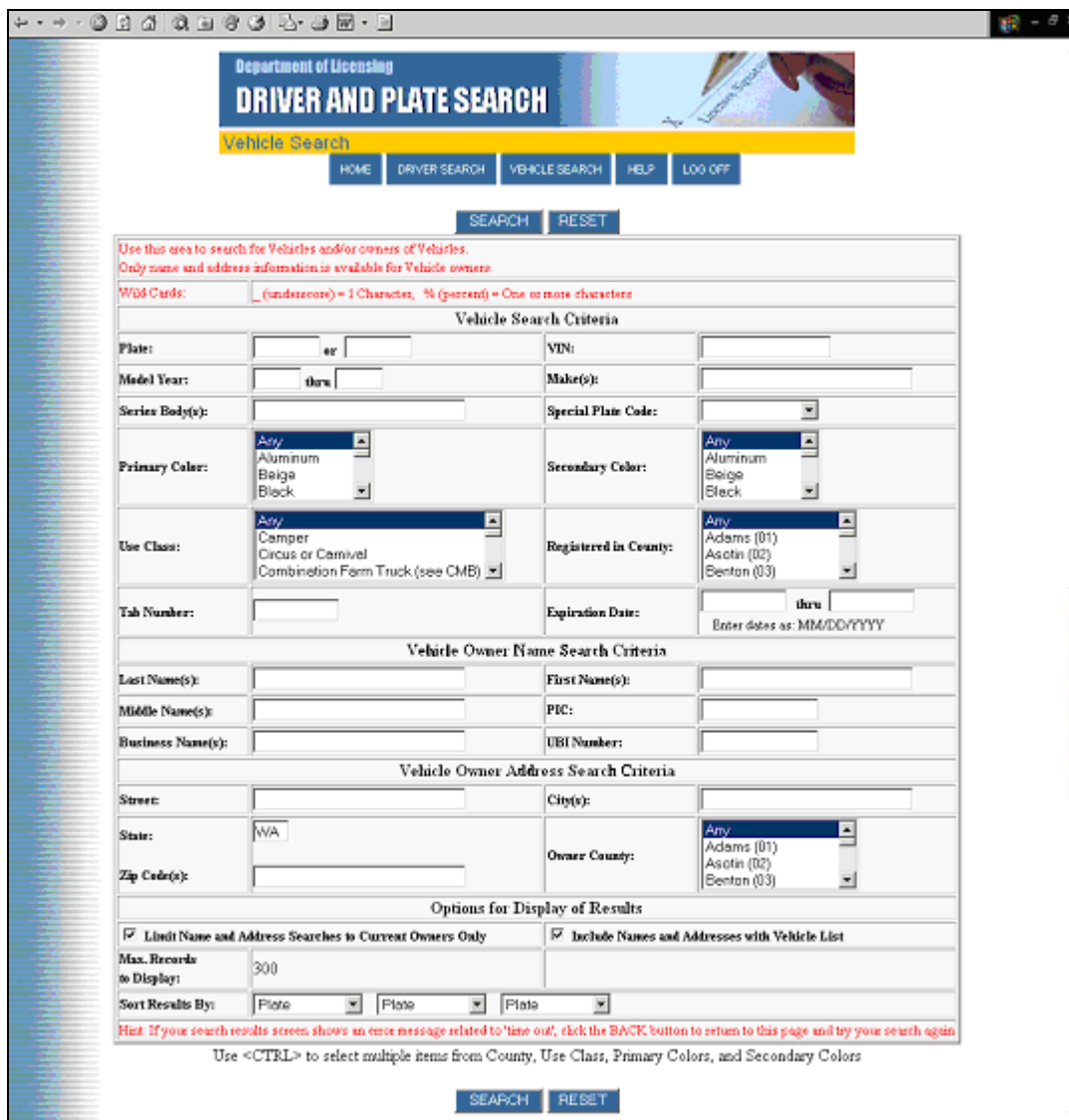
Include Names and Addresses with Vehicle List: This box is checked by default. It will include the names and addresses of current vehicle owners in the search results. If the box is unchecked, the names and addresses of current vehicle owners will not display. Using this option increases the time required to process the search, but may provide important information.

Max. Records to Display: The DAPS system will display a maximum of 300 records. If you are searching for a common vehicle, such as a Honda, include as much information as possible to narrow the search.

Sort Results By: Search results are defaulted to sort by Plate. You may select other options from the drop-down lists.

Processing a Vehicle Search

Click on the **VEHICLE SEARCH** button  to access the **Vehicle Search** screen:



Department of Licensing
DRIVER AND PLATE SEARCH
Vehicle Search

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

SEARCH RESET

Use this area to search for Vehicles and/or owners of Vehicles.
Only name and address information is available for Vehicle owners.

Wild Cards: (underscore) = 1 Character, % (percent) = One or more characters

Vehicle Search Criteria

Plate: or VIN:

Model Year: thru Make(s):

Series Body(s): Special Plate Code:

Primary Color: (Any, Aluminum, Beige, Black) Secondary Color: (Any, Aluminum, Beige, Black)

Use Class: (Any, Camper, Circus or Carnival, Combination Farm Truck (see CMB)) Registered in County: (Any, Adams (01), Asotin (02), Benton (03))

Tab Number: Expiration Date: thru (Enter dates as: MM/DD/YYYY)

Vehicle Owner Name Search Criteria

Last Name(s): First Name(s):

Middle Name(s): PIC:

Business Name(s): URI Number:

Vehicle Owner Address Search Criteria

Street: City(s):

State: (WA) Owner County: (Any, Adams (01), Asotin (02), Benton (03))

Zip Code(s):

Options for Display of Results

☒ Limit Name and Address Searches to Current Owners Only ☒ Include Names and Addresses with Vehicle List

Max. Records to Display: (300)

Sort Results By: (Plate) (Plate) (Plate)

Hint: If your search results screen shows an error message related to 'time out', click the BACK button to return to this page and try your search again.

Use <CTRL> to select multiple items from County, Use Class, Primary Colors, and Secondary Colors


SEARCH RESET

Vehicle Search Screen – External User

When conducting a search of Vehicle records, you may use any combination of data fields on this screen. The more data fields completed, the more accurate the search results. You must, however, include at least one of the following: Plate, Model year, Make, Series Body, City, County, Tab Number or VIN.

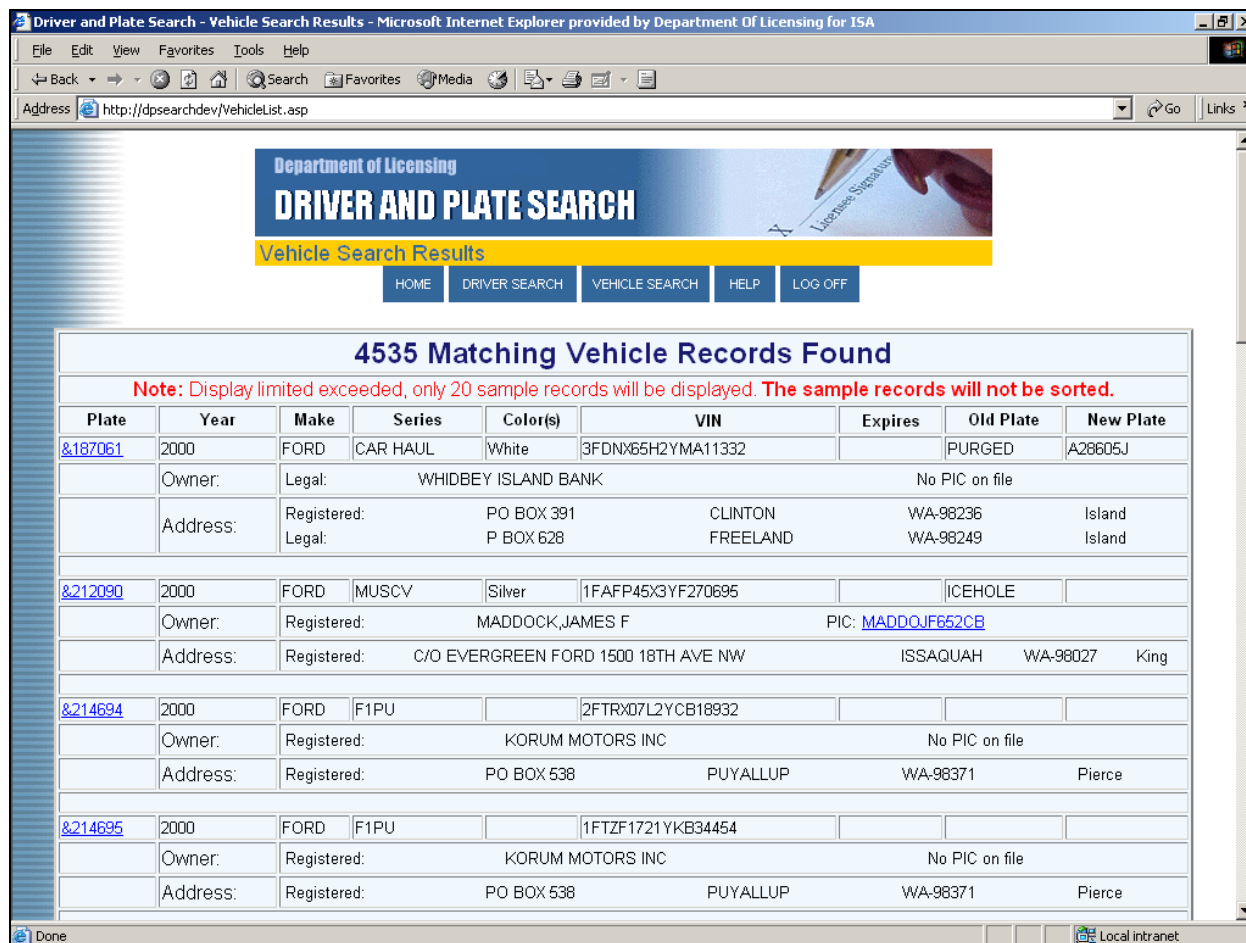
1. Place the cursor in the data field desired and enter the appropriate information. Remember that fields ending with an **(s)** mean that you can search by more than one value for that field by separating each value with a comma: Dodge, Ford,

GMC.

- Once you have completed entering the Vehicle information, you may enter Vehicle Owner search criteria.
- If desired, you may choose different **Sort By** options by selecting from the drop-down lists.
- Click once on the **Search** button .

The time it takes the system to search the Vehicle database may be lengthy depending upon the search criteria. A search utilizing a full plate number will be much faster than one where only one or two of the numbers or letters are used.

The DAPS system will display a maximum of 300 records. If more than 300 records are found, the system will identify the number of records found, but it will only display a 20-record sample on the **Vehicle Search Results** screen:



4535 Matching Vehicle Records Found

Note: Display limited exceeded, only 20 sample records will be displayed. The sample records will not be sorted.

Plate	Year	Make	Series	Color(s)	VIN	Expires	Old Plate	New Plate
187061	2000	FORD	CAR HAUL	White	3FDNX65H2YMA11332		PURGED	A28605J
Owner:		Legal: WHIDBEY ISLAND BANK No PIC on file						
Address:		Registered: PO BOX 391 CLINTON WA-98236 Island Legal: P BOX 628 FREELAND WA-98249 Island						
212090	2000	FORD	MUSCV	Silver	1FAFP45X3YF270695		ICEHOLE	
Owner:		Registered: MADDOCK, JAMES F PIC: MADDOJF652CB						
Address:		Registered: C/O EVERGREEN FORD 1500 18TH AVE NW ISSAQUAH WA-98027 King						
214694	2000	FORD	F1PU		2FTRX07L2YCB18932			
Owner:		Registered: KORUM MOTORS INC No PIC on file						
Address:		Registered: PO BOX 538 PUYALLUP WA-98371 Pierce						
214695	2000	FORD	F1PU		1FTZF1721YKB34454			
Owner:		Registered: KORUM MOTORS INC No PIC on file						
Address:		Registered: PO BOX 538 PUYALLUP WA-98371 Pierce						

Vehicle Search Results Screen

At this point, you have the option of narrowing the search by excluding or including information. For example, if you think the vehicle owner's name is some variant of

Davidson and you've entered DAV% in the **Last Name(s)** field, you could narrow the results by entering an additional letter: DAVI%. Likewise, if you've entered four different vehicle makes, you could narrow the search by entering only one or two makes at a time.

Vehicle Search Results

If your **Vehicle Search** brings up 300 or fewer records, the **Vehicle Search Results** screen opens:

71 Matching Vehicle Records Found

Plate	Year	Make	Series	Color(s)	VIN	Expires	Old Plate	New Plate
A09572G	2000	FORD	PU	Silver	2FTRX17W8YCA33271			
Owner:		Legal: KEY BANK USA Registered: SMITH,TAYLOR R				UBI: 601700870 No PIC on file		
Address:		Legal: 4910 TIEDEMAN RD SUITE B Registered: 10520 INDEPENDANCE RD				BROOKLYN ROCHESTER	OH-44144 WA-98579	Asotin Asotin
A09574G	2000	FORD	PU	Gray	1FTZR15X0YPA70044	2/3/2004		
Owner:		Legal: KEY BANK USA Registered: BEEMAN,RUSSELL H				UBI: 601700870 No PIC on file		
Address:		Legal: 4910 TIEDEMAN RD SUITE B Registered: 10323 FRIAR CREEK RD				BROOKLYN MONROE	OH-44144 WA-98272	Snohomish Snohomish
A09589G	2000	FORD	PU	Blue	1FTSW31F9YEB98362			
Owner:		Legal: FORD MOTOR CREDIT COMPANY Registered: BUNNEY,CLAIRE				UBI: 409014539 PIC: BUNNEC*412C0		
Address:		Legal: PO BOX 105704 Registered: 2602 EVERETT AVE APT 1				ATLANTA EVERETT	GA-30348 WA-98201	Snohomish Snohomish
A09579G	2000	FORD	PU	Blue	1FTMY211EYER34250	2/4/2004		

Vehicle Search Results Screen

Notice that the menu items at the top of the screen are the same as on the **Vehicle Search** screen. You may click on any of these menu items to be routed to another point in the DAPS application. In addition, you may navigate from one screen to another by using your browser's forward and back buttons.

Matching Vehicle Records Found

This table displays the search results. These are the records found in the Vehicle or Vehicle Owner database that match your search criteria.

Notice that each **Plate** is underlined. Underlined items indicate a hyperlink that, when clicked, will provide additional information. If you click on a **PLATE**, the **Vehicle Information** screen will open.


In addition to the **Plate**, each **PIC** is underlined. If you click on a **PIC**, you will access that specific Owner record and be able to view the details for that person.

How to Proceed

Once the **Vehicle Search Results** screen opens, you have four basic ways in which to proceed:

- **Accept the results as they are displayed.**
- **Access additional information on a specific vehicle record.**
- **Do not accept the results; refine the search criteria.**
- **Select from the menu options.**

1. Accept the Results as Displayed:

If you are accepting the results as displayed, your choices are to view them on the screen or print them out. If you wish to print the results, click on the print icon  on your browser. This will print the entire list of results. If you wish to print only a portion of the results, you may copy and paste selected results into a word processing document, and then print the document.

2. Access Additional Information:

If you wish to view additional vehicle or owner information, click on the selected **Plate** or **PIC**. Underlined information, such as the **Plate**, indicates a hyperlink. Clicking on a hyperlink will bring up another screen that will provide you with additional information, in a sense “drilling down” into that record. Use your browser’s forward and back buttons to move from screen to screen.

The following is a typical **Vehicle Information** screen:

DRIVER AND PLATE SEARCH

Vehicle Information

HOME
DRIVER SEARCH
VEHICLE SEARCH
COMBINATION SEARCH
SYSTEM MAINTENANCE
HELP
LOG OFF

Selected Vehicle

Plate:	A86288M	VIN:	F10SR493076
Series Body:	PU	Specialty Plates:	None
Model Year:	1964	Make:	FORD
Primary Color:	Light Blue	Secondary Color:	
Legal Residence County:	Pierce	Special Plate Code:	
Old Plate:	T09784	New Plate:	
Issue Date:	200201	Last Update:	1/24/2002
Use Class:	COM-Commercially Used Truck or Trailer		
Transaction Code:	\$& - Transfer with license		
Previous Transaction Code:	-		
Vin Flags:	None		
Plate Flags:	(L)-CENTENNIAL PLATE ISSUED		
Special Flags:	None		

Related Vehicles

Plate	VIN	Model Year	Make	Series Body	Use Class	Link Type	Last Update
T09784_0	F10SR493076					Bred-OldPlate	1/24/2002

Vehicle Owner

Plate	Owner Type	PIC	UBI	Owner Name	Birth Date	Last Update
A86288M	Registered	ALLEN* M307JM		ALLEN,TIMOTHY M		1/24/2002

Vehicle Address

Plate	Owner Type	PIC/UBI	Street	City	County	Zip Code	State	Last Update
A86288M	Registered	ALLEN* M307JM	12316 206TH ST E	GRAHAM	Pierce	98338-8906	WA	1/24/2002

Vehicle Transaction

Plate	Transaction Code	Previous Transaction Code	Transaction Date
A86288M	\$& - Transfer with license		1/24/2002

Vehicle Information Screen

Selected Vehicle: The **Selected Vehicle** table gives current Vehicle history.

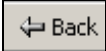
Related Vehicles: This table provides additional information that relates to the selected vehicle, such as former license plate numbers.

Vehicle Owner: This table provides information on the vehicle's registered owner.

Vehicle Address: This includes the address information on file for the selected vehicle.

Vehicle Transaction: This includes a history of the transactions on the Vehicle record.

3. Do Not Accept the Results; Refine the Search Criteria:

If the search returns too few or too many records, you may wish to go back to the **Vehicle Search** screen and include more information by which to search. Simply click on your browser's back button  to return to the **Vehicle Search** screen. Your original search criteria should continue to display so that you can modify the parameters and initiate another search.

4. Select from the Menu Options:

If desired, you may click on any of the menu buttons to log off or be routed to another area of the DAPS application.

More than 300 Records Returned

If you've narrowed the search as much as possible and still have more than 300 records returned, you have two options:

- Contact your office Power User to request an increase in the maximum records returned or to access additional **Where to Search** options.
- Request an **Unload** from the Department of Licensing Communications Unit. An **Unload** is a report that details all of the search results. **It may take more than 24 hours to receive this type of information.**

Requesting an Unload from DOL

If you have narrowed the search as much as possible and still have a return of more than 300 records, you may e-mail the Department of Licensing Communications Unit with a request for an **Unload**. When you request an Unload, DOL staff will produce a report that contains all of the records you have requested. These reports are typically either faxed or mailed back to the person who requests the Unload.

NOTE: It is very important to give the Communications Unit staff the exact search criteria that you used in your original search. If the search criteria do not match, the Unload Report from DOL will include information that is different from your original search.

To request an Unload, scroll down to the bottom of the **Vehicle Search Results** screen to the table entitled **Processing Results**. The information in the **Criteria Supplied** field will be the criteria that you will send to DOL.

Driver and Plate Search - Vehicle Search Results - Microsoft Internet Explorer provided by Department Of Licensing for ISA

FileEditViewFavoritesToolsHelp

BackForwardStopHomeSearchFavoritesMedia

Addresshttp://dpsearchdev/VehicleList.aspGoLinks

&244467	2000	FORD	EXPLR		1FMZU72EXYZA32826	1/1/1900		
	Owner:	Registered:	TSA WASHINGTON DBA HERTZ CAR RENTAL				No PIC on file	
	Address:	Registered:	3601 N 20TH AVE		PASCO	WA-99301	Franklin	
&244468	2000	FORD	EXPLR		1FMZU72E2YUA63758	1/1/1900		
	Owner:	Registered:	TSA WASHINGTON DBA HERTZ CAR RENTAL				No PIC on file	
	Address:	Registered:	3601 N 20TH AVE		PASCO	WA-99301	Franklin	
&244565	2000	FORD	TAU4D	White	1FAFP5522YG165201	3/6/2003	813KPL	
	Owner:	Registered:	PRODIGY SALES INC				No PIC on file	
	Address:	Registered:	837 MOORE ST		SEDRO WOOLLEY	WA-98284	Skagit	
&245120	2000	FORD	F1PU	Gray	2FTRX17W8YCA72846	1/1/1900		
	Owner:	Registered:	KORUM MOTORS INC				No PIC on file	
	Address:	Registered:	PO BOX 538		PUYALLUP	WA-98371	Pierce	

Processing Results

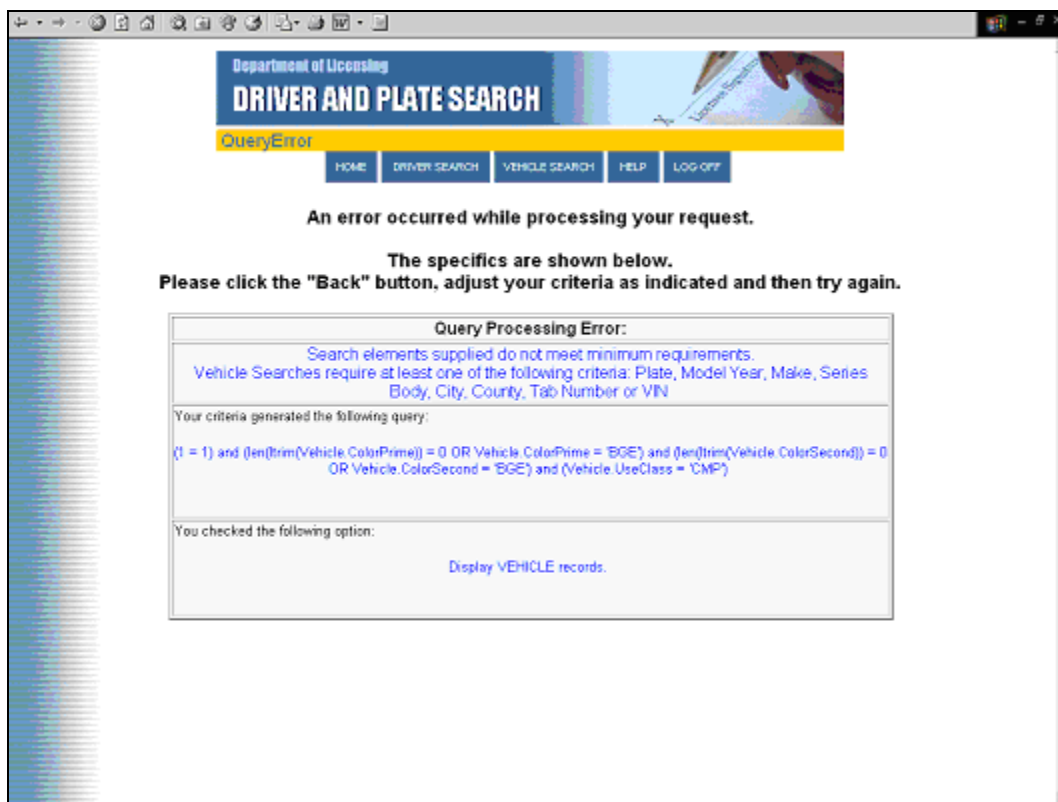
User Name	Crocodile Dundee		
Criteria Supplied	Model Year:2000 Make:Ford		
Query Type	SQL Search Executed	Processing Time	Records Founds
Vehicle	Select distinct TOP 20 Vehicle.* from Vehicle Where (1 = 1) and (Vehicle.ModelYear = '2000') and (Vehicle.Make = 'Ford')	Count: 2 sec Select: 2 sec	4535
Start Time: 9/12/2003 1:22:11 PM Finish: 9/12/2003 1:22:13 PM			

Vehicle Search Results Screen

1. Copy the information exactly as is given in the **Criteria Supplied** field. An easy way to do this is to use the computer mouse to highlight and **Copy** the information.
2. In the body of the e-mail to DOL, either type in the exact search criteria or **Paste** what you copied with the mouse.
3. Enter your contact information, such as your phone number and FAX number, and send the e-mail to the Department of Licensing Communications Unit. Depending upon the size of the report, DOL staff will send the results to you either by FAX or by the Postal Service.

Query Error Screen

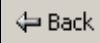
The **Query Error** screen will display if the search criteria that you entered gives rise to an error during the processing of your search. A typical example of a **Query Error** screen is:



Query Error Screen

There are a number of reasons why a search will return an error. Some of the more common are:

- No records exist in the database that match the search criteria.
- Not enough information was given. For example, you must include one of the following: Plate, Model Year, Make, Series Body, City, County, Tab Number or VIN.
- Information is not entered correctly. For example, the first **Model Year** data field is left empty, but a value is entered in the **Model Year thru** data field.

The **Query Processing Error** table will identify what caused the error to occur. Use the browser's back button  to return to the **Vehicle Search** screen to modify the search criteria and initiate another search.

Part Two – Power User

Extended Functionality for Power User

In addition to the basic search options available to the External User, a Power User has access to extended functionality within the DAPS application.

General:

- Ability to increase the number of search results
- Last name and first name Soundex (Sdx), which allows for phonetic search
- Not restricted to searches that use at least one database index, such as PIC, Last Name(s), or First Name(s)

Driver Search:

- Additional “Where to Search” options
- Vehicle Owner records that match both name and address search criteria
- Display Vehicle Owner records that match at least name criteria
- Display Vehicle Owner records that match at least the address criteria
- Option to search using UBI and Business Name on Additional Vehicle Owner Search

Vehicle Search:

- Ability to search by brand of vehicle


Driver and Plate Search Home Page


Once you have gained access through Transact Washington or SecureAccess Washington to the Driver and Plate Search application, the following page will load in your browser window:





DAPS Home Page

The Driver and Plate Search **Home** page is your entry point into the DAPS application. Please note the following menu items:

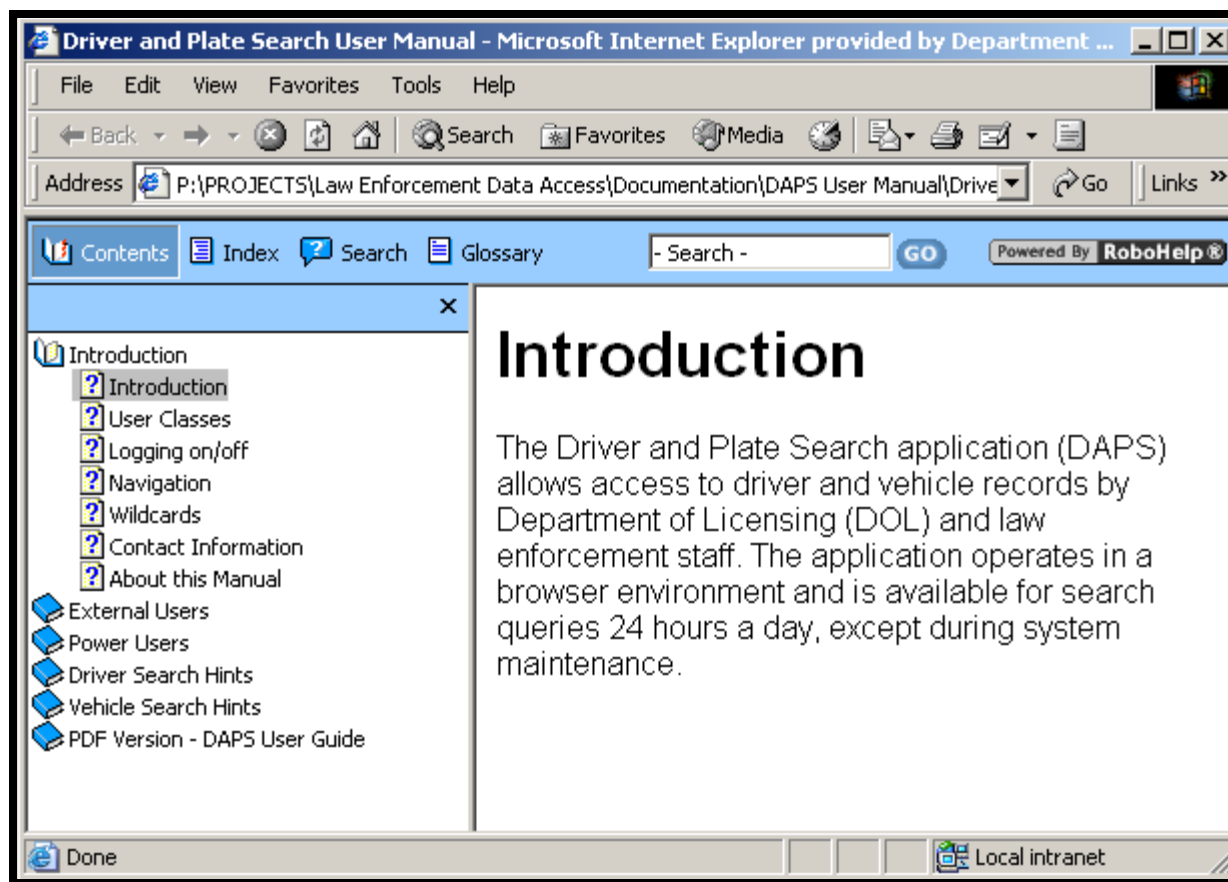
HOME:  The **HOME** button will route you to the DAPS application **Home** page. This button is common to all screens.

DRIVER SEARCH:  The **DRIVER SEARCH** button opens the **Driver** Search screen where you will initiate a search of Driver information. You may also request vehicle owner records in this type of search.



VEHICLE SEARCH:  The **VEHICLE SEARCH** button opens the **Vehicle Search** screen where you will initiate a search of Vehicle and Vehicle Owner information.

HELP:  The **HELP** button launches the **DAPS User Guide**. The **User Guide** operates in a window that is separate from the DAPS application.

To navigate within the **User Guide**, click once on a topic or hyperlink. The entire Help screen may not be visible at one time; you may need to use the scroll bar at the right side of the window to view all of the information.

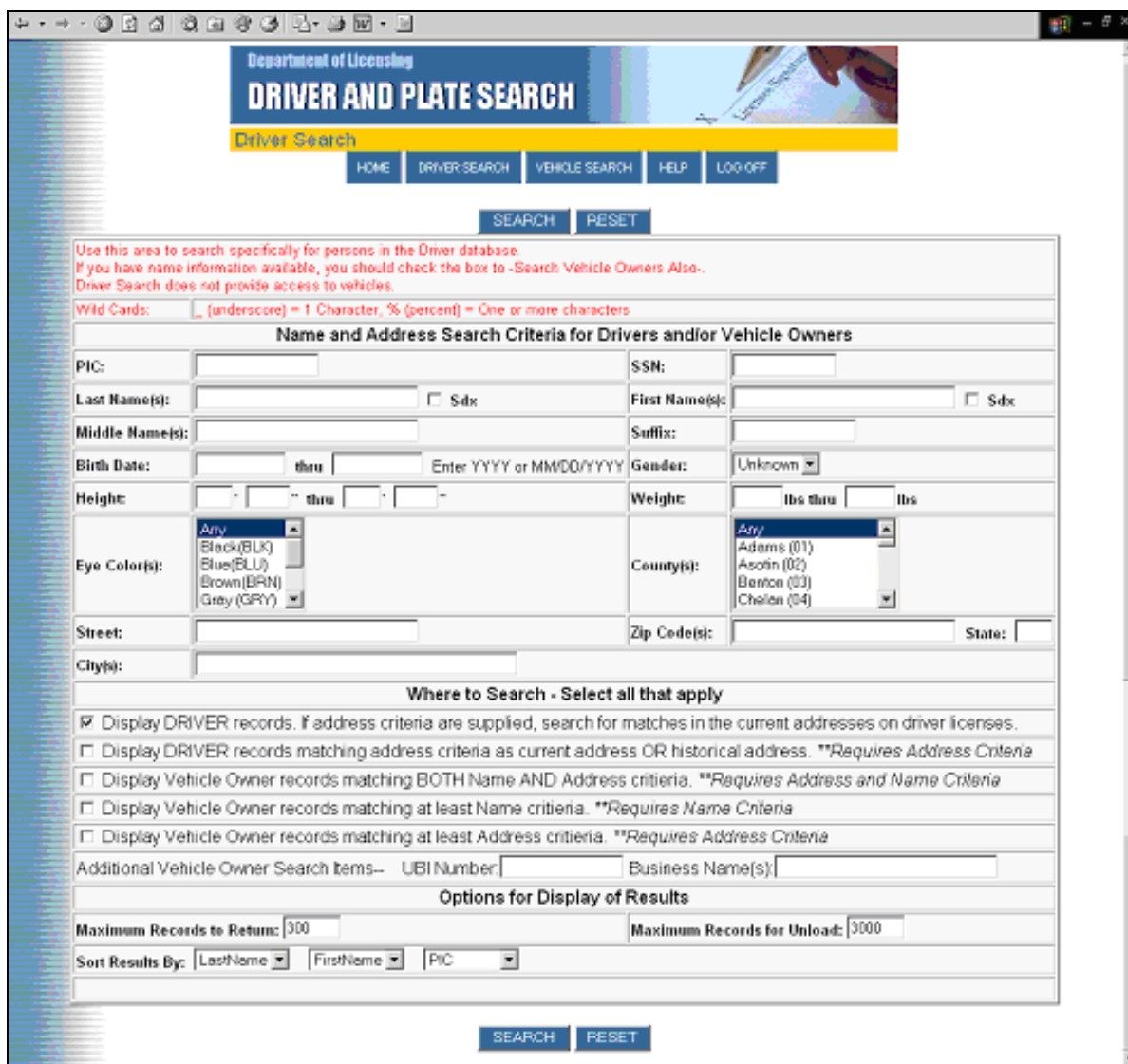


DAPS User Guide

LOG OFF:  The **LOG OFF** button closes the DAPS application. **To allow the application to close properly, it is important to log off before closing the browser window.** You may click on the **LOG OFF** button  on any DAPS screen to exit the application.

Driver Search Screen

Click once on the **DRIVER SEARCH** button . The **Driver Search** screen opens:



Department of Licensing
DRIVER AND PLATE SEARCH
Driver Search

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

SEARCH RESET

Use this area to search specifically for persons in the Driver database.
If you have name information available, you should check the box to -Search Vehicle Owners Also-.
Driver Search does not provide access to vehicles.

Wild Cards: _ (underscore) = 1 Character, % (percent) = One or more characters

Name and Address Search Criteria for Drivers and/or Vehicle Owners

PIC: SSN:

Last Name(s): ☐ Sdx First Name(s): ☐ Sdx

Middle Name(s): Suffix:

Birth Date: thru Enter YYYY or MM/DD/YYYY Gender:

Height: * ** thru * - Weight: lbs thru lbs

Eye Color(s): County(s):

Street: Zip Code(s): State:

City(s):

Where to Search - Select all that apply

☒ Display DRIVER records. If address criteria are supplied, search for matches in the current addresses on driver licenses.

☐ Display DRIVER records matching address criteria as current address OR historical address. ****Requires Address Criteria**

☐ Display Vehicle Owner records matching BOTH Name AND Address criteria. ****Requires Address and Name Criteria**

☐ Display Vehicle Owner records matching at least Name criteria. ****Requires Name Criteria**

☐ Display Vehicle Owner records matching at least Address criteria. ****Requires Address Criteria**

Additional Vehicle Owner Search Items-- UBI Number: Business Name(s):

Options for Display of Results

Maximum Records to Return: Maximum Records for Unload:

Sort Results By:

SEARCH RESET

DAPS Driver Search Screen – Power User

Driver Search Screen Data Fields

PIC: Personal Identification Code. A unique code based on a person's name and birth date that is used by DOL for record identification. The PIC is known as the Driver License, Identicard, permit, or Operator License Number (OLN). You may use all or part of the PIC. Wildcards are allowed.

SSN: Social Security Number. Enter all three sections of the SSN. You may use wildcards in place of any of the individual numbers.

Last Name(s): Last name. Enter all or part of the last name. You may search using more than one last name by separating each name with a comma. For example: Doe, Smith, Jones. Wildcards are allowed. This field allows a maximum of 255 characters.

Sdx: Soundex. Clicking in this box allows for a phonetic search. Results vary, and may dramatically increase the number of records returned.

First Name(s): First name. Enter all or part of the first name. You may search using more than one first name by separating each name with a comma. For example: Jana, Jane, Janet. Wildcards are allowed. This field allows a maximum of 255 characters.

Sdx: Soundex. Clicking in this box allows for a phonetic search. Results vary, and may dramatically increase the number of records returned.

Middle Name(s): Middle name. Enter all or part of the middle name. You may search using more than one middle name by separating each name with a comma. For example: Fae, Fay, Faye. Wildcards are allowed, but may significantly slow the search. This field allows a maximum of 255 characters.

Suffix: Suffix. The suffix comes *after* a name. Examples are: Jr, Sr, PhD. Wildcards are allowed, but may significantly slow the search.

Birth Date: Birth date. Enter the specific birth date or a range of dates. Enter a specific birth date as MM/DD/YYYY (01/01/1971). Enter a range of dates as MM/DD/YYYY (01/01/1971) or as YYYY (1971). Enter a specific birth date in the first data field.

Gender: Gender. Automatically defaults to **Unknown** if no selection is made from the drop-down list.

Height: Height. Enter a specific height or a range of heights as feet and inches. If you search for a specific height, the system looks for an exact match. Enter a range to increase the search results.

Weight: Weight. Enter a range of weight in pounds.

Eye Color(s): Eye color. Select from the drop-down list. You may select more than one color by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. If you select eye color(s), the system will look for an exact match or only those records matching the eye colors selected.

County(s): County of residence. You may select more than one county from the drop-down list by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. Selecting a single county will limit the search results to residents

of that specific county. Selecting more than one county will expand the search results to legal residents of the counties selected.

Street: Street address. You may search using the entire street address, or just by street name. Wildcards are allowed, but may significantly slow the search.

ZipCode(s): Zip Code. You may search using one or more Zip Code. If searching more than one Zip Code, separate each with a comma. For example: 98501, 98502, 98503. Selecting a single Zip Code will limit the search results to those residing within that Zip Code area. Selecting more than one Zip Code will expand the search results to additional areas. Wildcards are allowed. This field allows a maximum of 255 characters.

State: State. Enter the state as the standard two-letter abbreviation (WA, OR). Wildcards are allowed.

City(s): City of residence. You may enter all or part of the city name. You may also search using more than one city by separating each name with a comma. For example: Seattle, Sea-Tac, Tukwila. Selecting a single city will limit the search results to residents of that specific city. Selecting more than one city will expand the search results to residents of the cities selected. Wildcards are allowed. This field allows a maximum of 255 characters.

Where to Search Options

Display DRIVER records. If address criteria are supplied, search for matches in the current addresses on Driver licenses. This box is checked by default, and initiates a search of the Driver database. Leave this box checked even if you do not have address information. This is the most common type of search.

Display DRIVER records matching address criteria as current address OR historical address. *Requires Address Criteria.*** Select this box to search records that have current or historical addresses matching your address criteria.

Display Vehicle Owner records matching BOTH Name AND Address criteria. *Requires Address and Name Criteria.*** Checking this box initiates a search of the Vehicle Owner database to return Vehicle Owner records in addition to Driver records.

Display Vehicle Owner records matching at least Name criteria. *Requires Name Criteria.*** Checking this box initiates a search of the Vehicle Owner database to return Vehicle Owner records in addition to Driver records.

Display Vehicle Owner records matching at least Address criteria. *Requires Address Criteria.*** Checking this box initiates a search of the Vehicle Owner database to return Vehicle Owner records in addition to Driver records.

Additional Vehicle Owner Search Items: UBI Number; Business Name(s). Entering information in these data fields initiates a search of the Vehicle Owner database to

return Vehicle Owner records in addition to Driver records. You may search for more than one business name by separating each name with a comma. For example: Avis, Budget, Hertz.

Options for Display of Results

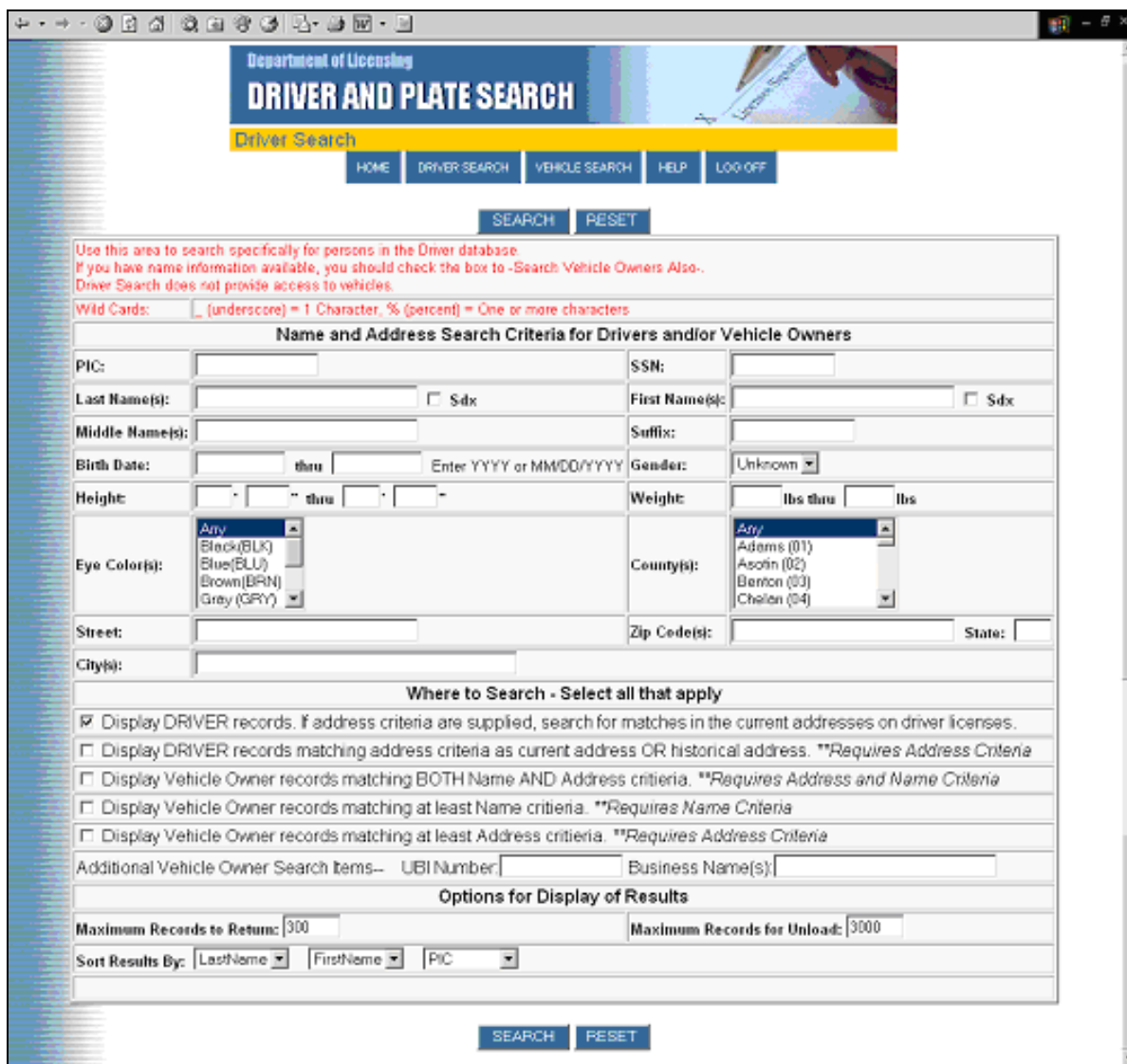
Maximum Records to Return: This data field allows you to change the maximum number of records to return. The default is 300 records. If you are searching for a common name, such as Anderson or Smith, include as much information as possible to narrow the search. Power Users have the ability to change this number to as high as 9999. If the number of records returned is increased, the results are divided into blocks containing 300 records.

Maximum Records for Unload: Not in use.

Sort Results By: Search results are defaulted to sort by last name, first name and PIC. You may select other options such as SSN, Birth Date, and City from the drop-down lists.

Processing a Driver Search


Click on the **DRIVER SEARCH** button  to access the **Driver Search** screen:



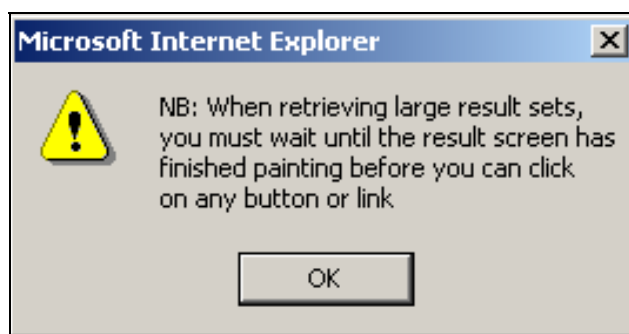
DAPS Driver Search Screen – Power User

When conducting a search of Driver records, you may use any combination of data fields on this screen. The more data fields completed, the more accurate the search results. Fields ending with an (s) mean that you can search by more than one value for the field by separating each value with a comma.


NOTE: One of the key fields for a quick search with specific results is the **PIC** data field. The PIC (Personal Identification Code) is also known as the **OLN** (Operator License Number).

1. Place the cursor in the data field desired and enter the appropriate information.
2. Once you have completed entering Driver information, select from the **Where to Search** options.
3. If desired, you may change the **Maximum Records to Return** from 300 to 9999. Requesting a larger number of records to return will increase the time that the system takes to search the database.
4. If desired, you may choose different **Sort Results By** options by selecting from the drop-down lists.
5. Click once on the **SEARCH** button .

NOTE: If you increase the **Maximum Records to Return**, a pop-up warning message will open, indicating that you must wait until the results screen finishes painting before you may click on any link or button.



Warning Message

NOTE: You must click **OK** on the warning message, and click again on the **SEARCH** button  to activate the search.

The time it takes the system to search the Driver database may be lengthy depending upon the search criteria. A search utilizing a PIC will be much faster than a search of possible last names and birth dates.

The DAPS system will display up to 300 records unless a greater number has been selected. If more records are found than were requested, the system will display a 20-record sample on the **Driver Search Results** screen:



Driver and Plate Search - Driver Search Results - Microsoft Internet Explorer provided by Department Of Licensing for ISA

Address: <http://dpsearchdev/DriverList.asp>

Department of Licensing

DRIVER AND PLATE SEARCH

Driver Search Results

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

15627 Matching Driver Records Found

Note: Display limited exceeded, only 20 sample records will be displayed. **The sample records will not be sorted.**

PIC	Name / Street	Sex	SSN	Birthdate	Height	Weight	City	CDL	Lic	Expires
AABERKA173OH	AABERG, KATHRINE AMANDA 3131 W HOOD G208	F	533947486	9/8/1983	5' 2"	155	KENNEWICK		C4	9/8/2003
AABY*BC282RK	AABY, BRIAN CHRISTIAN 12363 SE 214TH ST	M	536114683	12/12/1972	6' 2"	210	KENT		32	12/12/2005
AARO*MJ240PJ	AARO, MICHAEL JON 1302 CHESTNUT ST #4	M	535921912	10/11/1976	5' 11"	165	EVERETT		32	10/11/2005
AARQEC*270PL	AAROE, CATHRINE 2316 44TH AVE SW 102	F	130905265	10/13/1973	5' 7"	143	SEATTLE		31	10/13/2006
AARONBL420LF	AARON, BOUVIEA LUCILLE 1214 S 8TH ST APT A	F	532701633	6/6/1958	5' 9"	225	TACOMA	***	33	6/6/2003
AARONEA549JG	AARON, ELIZABETH ANNE 3616 NE CORBIN RD	F	157365939	4/7/1946	5' 4"	118	VANCOUVER		32	4/7/2008
AARONKL228NU	AARON, KELLY LYNN 9530 DENSMORE AVE N	F	535040107	8/31/1978	5' 6"	130	SEATTLE		32	8/31/2007
AARONLJ281ON	AARON, LORI JO 19514 OLD BURN RD	F	535788603	9/15/1972	5' 2"	105	ARLINGTON		33	9/15/1999
AARONND229OH	AARON, NICOLE DELEE 3003 31ST AVE SE	F	536824384	9/8/1978	5' 9"	130	PUYALLUP		32	9/8/2007
AARONNC337L4	AARON, NORMAN CHARLES III 17135 131ST AVE NE #N-104	M	536940466	6/24/1967	6' 0"	210	WOODINVILLE		32	6/24/2008
AARONNDP342B5	AARON, PATRICK PHENIX	M	549572190	1/25/1966	6' 0"	165	TACOMA		32	1/25/2004

Done Local intranet

Driver Search Results Screen

At this point, you have the option of narrowing the search by excluding or including information. For example, if you think the individual's name is some variant of Davidson and you've entered DAV% in the **Last Name(s)** field, you could narrow the results by entering an additional letter: DAVI%. Likewise, if you've entered ten possible last names, you could narrow the search by entering only five last names.

Driver Search Results

If your Driver search results in the maximum number of records you've requested or fewer, the **Driver Search Results** screen opens:

4 Matching Driver Records Found

PIC	Name / Street	Sex	SSN	Birthdate	Height	Weight	City	CDL	Lie	Expires
MITCH8A796CH	MITCHELL, BRADLEY ARTHUR 3125 PATTERSON ST NE	M	532348826	3/11/1966	6'0"	270	OLYMPIA		22	3/6/2007
MITCH0349206	MITCHELL, GINA GLORIA 9034 LOOKUP AVE NW	F	537522673	3/26/1943	5'6"	205	OLYMPIA		22	3/26/2007
MITCH8A796CH	MITCHELL, RONALD 734 SURGON RD SE	M	564345360	8/6/1961	5'6"	220	OLYMPIA		20	8/6/2007
MITCH8A18200	MITCHELL, SUZAN ABIDE 920 FLOVER ST SE	F	534734122	11/23/1952	5'9"	260	OLYMPIA		22	11/23/2005

Processing Results

User Name	Firstname Lastname	Start Time:	Finish:
		12/5/2002 2:38:56 PM	12/5/2002 2:38:56 PM
Criteria Supplied	LastName=mitchell WeightFrom:200 WeightThru:300 County:34		
Query Type	SQL Search Executed	Processing Time	Records Found
Standard Driver	Select Driver.* From Driver Where (1 = 1) and (Driver.LastName = 'mitchell') and (Driver.Weight >= 200 and Driver.Weight <= 300) and (Driver.CountyID = '34') ORDER BY Driver.LastName, Driver.FirstName, Driver.PIC	Count 1 sec Select 1 sec	4
Unique PIC's Found:	4		

Driver Search Results Screen

Notice that the menu items at the top of the screen are the same as on the **Driver Search** screen. You may click on any of these menu items to be routed to another point in the DAPS application. In addition, you may navigate from one screen to another by using your browser's forward and back buttons.

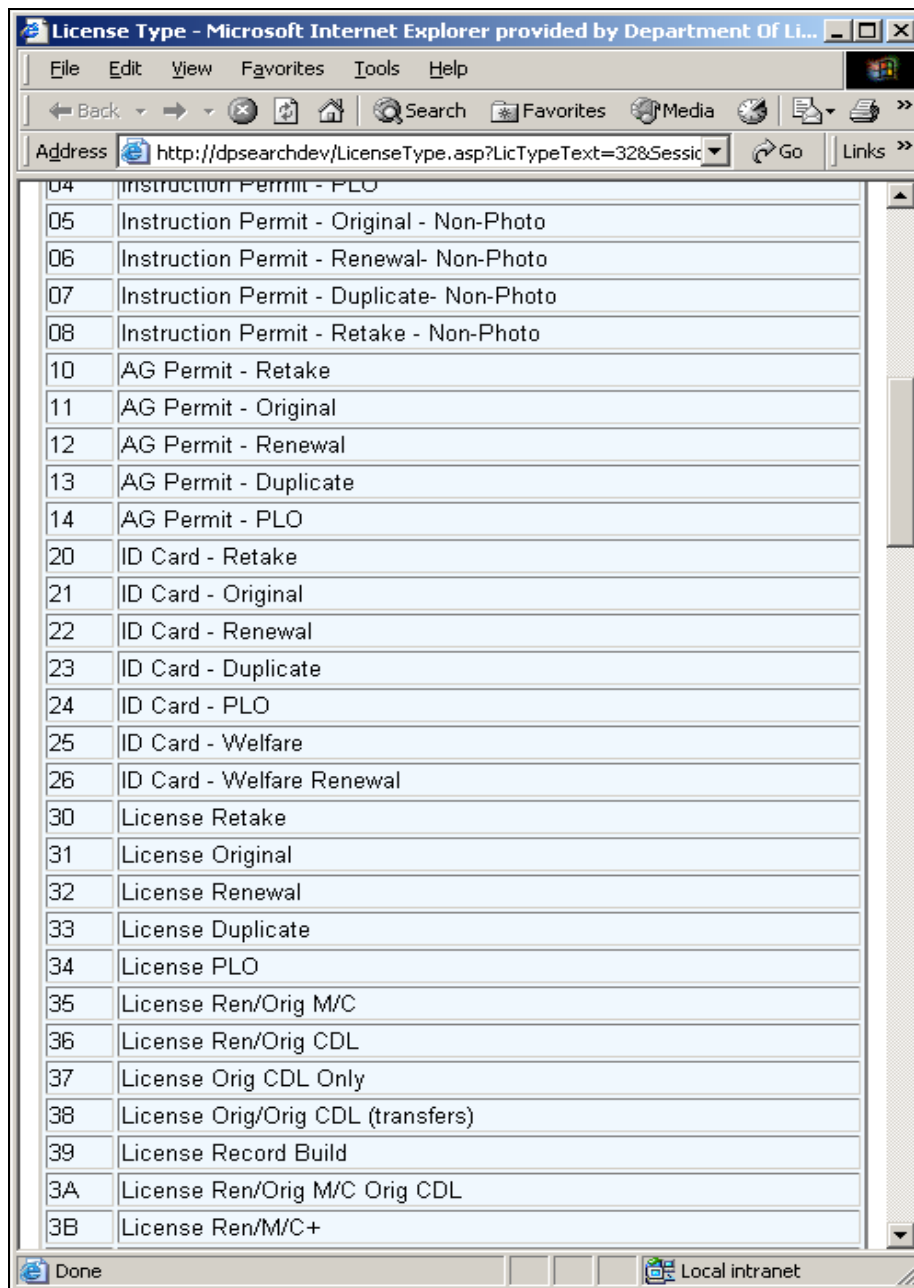
Matching Driver Records Found

This table displays the search results. These are the records found in the Driver database that match your search criteria.

Notice that each **PIC** is underlined. Underlined items indicate a hyperlink that, when clicked, will provide additional information. If you click on a **PIC**, you will access that specific Driver record where you will be able to view the details for that person.

The **CDL** (Commercial Driver License) column will contain 3 asterisks (***) if the Driver record contains CDL information. Click on the **PIC** to view CDL information.

The **LIC** (License) column contains the transaction code for the most recent activity to the Driver record. Notice that the **LIC** code is a hyperlink. If you click on the hyperlink, a new window opens that contains the name of the transaction and the master list of transaction types.



Types of Transactions

Processing Results


This table displays your user information, the search criteria that you supplied, processing information, the number of records found, and the number of unique PICs returned.

How to Proceed

Once the **Driver Search Results** screen opens (*see page 39*), you have four basic ways in which to proceed:

- **Accept the results as they are displayed.**
- **Access additional information on a specific Driver record.**
- **Do not accept the results; refine the search criteria.**
- **Select from the menu options.**

1. Accept the Results as Displayed:

If you are accepting the results as displayed, your choices are to view them on the screen or print them out. If you wish to print the results, click on the print icon  on your browser. This will print the entire list of results. If you wish to print only a portion of the results, you may copy and paste selected results into a word processing document, and then print the document.

2. Access Additional Information:

If you wish to view additional Driver information, click on the selected Personal Identification Code in the **PIC** field. Underlined information, such as the **PIC**, indicates a hyperlink. Clicking on this link will bring up another screen that will provide you with additional information, in a sense “drilling down” into that record. Use your browser’s forward and back buttons to move from screen to screen.

The following is a typical **Driver Information** screen:

The screenshot shows a web browser window titled "Driver and Plate Search - Driver Information - Microsoft Internet Explorer provided by Department of Licensing for ESA". The address bar shows a local file path. The page has a blue header with the "Department of Licensing" logo and "DRIVER AND PLATE SEARCH" text. Below the header is a yellow bar with "Driver Information" and a navigation menu with links: HOME, DRIVER SEARCH, VEHICLE SEARCH, HELP, and LOG OFF.

The main content area is titled "Selected Driver" and displays a table of driver information:

PIC:	MITCHSA182Q3	Name:	MITCHELL, SUZAN ABIDE		
SSN:	534724122	Date of Birth:	11/23/1952	Gender:	F
Height:	5' 9"	Weight:	260	Eye Color:	Brown(BRN)
Street:	920 PLOVER ST SE	City:	OLYMPIA	State:	WA
Zip Code:	98513 -	County:	Thurston	Country:	USA
Out of State:		Return to WA:		CDL:	0000000
Restrictions:		Motorcycle Endorsement:	No		
Last Trans:	32 - License Renewal				
Expires:	11/23/2005	Last Update:	11/21/2000 11:12:42 AM		

Below the driver information table is a section titled "Driver History" with a table showing related PICs:

Related PIC	Name	City	Date of Birth	Relation	Last Update
PCHL*SA182Q3				Name Change	11/21/2000 11:12:42 AM

Below the driver history table is a section titled "Driver Comments" with the text "No Comments found".

Below the driver comments section is a section titled "Driver Address History" with the text "No Driver Address History found".

Below the driver address history section is a section titled "Driver Transactions" with a table showing transaction history:

PIC	Transaction Code	Previous Transaction Code	Transaction Date
MITCHSA182Q3	32 - License Renewal	34	1/1/1900

Below the driver transactions table is a section titled "Related Vehicles" with the text "No Related Vehicles found".

Driver Information Screen

Selected Driver: The **Selected Driver** table gives current Driver history.

Driver History: The **Driver History** table includes past Driver information, including aliases. Notice that the **PIC** is a hyperlink. Clicking on this link will open a pop-up window containing information for the related PIC.

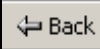
Driver Comments: This includes comments to the Driver record, if any.

Driver Address History: This includes the selected driver's address changes. Current address information will be displayed in the **Selected Driver** table at the top of the screen.

Driver Transactions: This includes a history of the transactions relating to the Driver record. This history pertains to the **PIC** on which the search was conducted.

Related Vehicles: Any vehicles owned by the driver are presented here. **Plate** numbers of related vehicles are hyperlinked to additional vehicle information.

3. Do Not Accept the Results; Refine the Search Criteria:

If the search returns too few or too many records, you may wish to go back to the **Driver Search** screen and include more information by which to search. Simply click on your browser's back button  to return to the **Driver Search** screen. Your original search criteria should continue to display so that you can modify the parameters and initiate another search.

4. Select from the Menu Options:

If desired, you may click on any of the menu buttons to log off or be routed to another area of the DAPS application.

More than the Maximum Number of Records Returned

If you've narrowed the search as much as possible and still have more than the maximum number of records returned, you may contact the Department of Licensing Communications Unit to request an **Unload**. An **Unload** is a report that details all of the search results. **It may take more than 24 hours to receive this type of information.**

HINT: If your search criteria includes both genders and more than the maximum number of records are found, you might be able to view all records by searching by one gender and then the other.

Requesting an Unload from DOL

If you have narrowed the search as much as possible and still have a return of more than the allowed maximum number of records, you may e-mail the Department of Licensing Communications Unit with a request for an **Unload**. When you request an Unload, DOL staff will produce a report that contains all of the records you have requested. These reports are typically either faxed or mailed back to the person who requests the Unload.

NOTE: It is very important to give the Communications Unit staff the exact search criteria that you used in your original search. If the search criteria do not match, the Unload Report from DOL will include information that is different from your original search. In addition, it's important to note that the information contained in the Unload Report is that which is current in the system at the time the Unload is processed.

To request an Unload, scroll down to the bottom of the **Driver Search Results** screen to the table entitled **Processing Results**. The information in the **Criteria Supplied** field will be the criteria that you will send to DOL.

Driver ID	Name	Address	Gender	DOB	Height	Weight	City	Date
AARONPP342B6	AARON, PATRICK PHENIX	2012 S J ST	M	549572190	1/25/1966	6' 0"	165	TACOMA
AARONSL463O8	AARON, SCOTT LEONARD	3281 HUNGRY JUNCTION ROAD	M	537468066	9/28/1954	6' 4"	260	ELLENSBURG
AARONSR238D6	AARON, STEPHEN ROOSEVELT	10423 60TH AVE S	M	536808364	3/26/1977	6' 2"	210	SEATTLE
AARONTD154DN	AARON, TIJUANA D	14331 STONE AVE N	F		3/15/1985	5' 8"	200	SEATTLE
AARONLC770B4	AARONSON, LEWIS CLARKE	18871 NE 24TH PLACE	M	551264755	1/24/1923	5' 10"	160	BELLEVUE
AARSECM183KE	AARSETH, CONSTANCE MARIE	18383 127TH AVE NE	F	537086733	5/5/1982	5' 10"	118	ARLINGTON
AARSKMA200NA	AARSKAUG, MARCUS ANTHONY	5732 139 PL NE	M	535866313	8/1/1980	6' 1"	185	MARYSVILLE
AARSTGA718R3	AARSTOL, GENE ALVIN	3792 MT BAKER HWY	M	534280580	12/23/1929	5' 11"	228	EVERSON
AARSTLK407PZ	AARSTOL, LORI KAY	3792 MT BAKER HIGHWAY	F	537668142	10/9/1960	5' 2"	112	EVERSON
AARTSJP375O3	AARTS, JAMES PATRICK	11424 CASE EXTENSION RD SW	M	537740372	9/23/1963	5' 9"	165	OLYMPIA

Processing Results			
User Name	Crocodile Dundee		
Criteria Supplied	LastName:a%		
Query Type	SQL Search Executed	Processing Time	Records Found
Standard Driver	Select TOP 20 Driver.* From Driver Where (1 = 1) and (Driver.LastName Like 'a%')	Count: 1 sec Select: 1 sec	15627
Unique PICs Found: 20 Start Time: 9/12/2003 1:10:02 PM Finish: 9/12/2003 1:10:02 PM			

Driver Search Results Screen

1. Copy the information exactly as is given in the **Criteria Supplied** field. An easy way to do this is to use the computer mouse to highlight and **Copy** the information.
2. In the body of the e-mail to DOL, either type in the exact search criteria or **Paste** what you copied with the mouse.
3. Enter your contact information, such as your phone number and FAX number, and send the e-mail to the Department of Licensing Communications Unit. Depending upon the size of the report, DOL staff will send the results to you either by FAX or by the Postal Service.

Query Error Screen

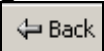
The **Query Error** screen will display if the search criteria that you entered gives rise to an error during the processing of your search. A typical example of a **Query Error** screen is:




Query Error Screen

There are a number of reasons why a search will return an error. Some of the more common are:

- No records exist on the database that match the search criteria.
- Not enough information was given. For example, if your search includes address criteria you must enter at least the street address.
- Information is not entered correctly. For example, the first **Birth Date** data field is left empty, but a value is entered in the **thru** data field.

The **Query Processing Error** table will identify what caused the error to occur. Use the browser's back button  to return to the **Driver Search** screen to modify the search criteria and initiate another search.

Vehicle Search Screen

Click once on the **VEHICLE SEARCH** button . The **Vehicle Search** screen opens:

Department of Licensing
DRIVER AND PLATE SEARCH
Vehicle Search

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

SEARCH RESET

Use this area to search for Vehicles and/or owners of Vehicles.
Only name and address information is available for Vehicle owners.

Wild Cards: (underscore) = 1 Character, % (percent) = One or more characters

Vehicle Search Criteria

Plate: or VIN:
 Model Year: thru Make(s):
 Series Body(s): Special Plate Code:
 Primary Color: (Any, Aluminum, Beige, Black) Secondary Color: (Any, Aluminum, Beige, Black)
 Use Class: (Any, Camper, Circus or Carnival, Combination Farm Truck (see CMS)) Registered in County: (Any, Adams (01), Asotin (02), Benton (03))
 Tab Number: Expiration Date: thru
 Vehicle Brand(s): (Any, destroyed, former exempt, former-for-hire) Enter dates as: MM/DD/YYYY

Vehicle Owner Name Search Criteria

Last Name(s): ☐ Sdx First Name(s): ☐ Sdx
 Middle Name(s): PIC:
 Business Name(s): UBI Number:

Vehicle Owner Address Search Criteria

Street: City(s):
 State: (WA) Owner County: (Any, Adams (01), Asotin (02), Benton (03))
 Zip Code(s):

Options for Display of Results

☒ Limit Name and Address Searches to Current Owners Only ☒ Include Names and Addresses with Vehicle List
 Maximum Records to Return: (300)
 Sort Results By: (Plate) (Plate) (Plate)

Hint: If your search results screen shows an error message related to time out, click the BACK button to return to this page and try your search again.
 Use <CTRL> to select multiple items from County, Use Class, Primary Colors, and Secondary Colors

SEARCH RESET

DAPS Vehicle Search Screen – Power User

Vehicle Search Screen Data Fields

Plate: License plate number. You may enter two license plate numbers; use the first data field when entering a single plate number. Wildcards are allowed.

VIN: Vehicle Identification Number. You may use wildcards in the vehicle identification number.

Model Year: Vehicle model year. Enter model year as a single year or as a range of years in YYYY format (1990). Use the first data field to enter a specific year.

Make(s): Vehicle make. Enter all or part of the vehicle make. You may search using more than one make by separating each value with a comma. For example, Ford, Buick, Chev.

Series Body(s): Vehicle body style. Enter all or part of the body style. You may search using more than one body style by separating each value with a comma. For example, 2DR, 4DR. Wildcards are allowed.

Special Plate Code: Special license plate code identifying state universities. Select a value from the drop-down list.

Primary Color: Primary vehicle body color. Select a color from the drop-down list. You may select more than one color by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Secondary Color: Secondary vehicle color. Select a color from the drop-down list. You may select more than one color by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Use Class: Vehicle use classification. Select a value from the drop-down list. You may select more than one use class by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Registered in County: County in which vehicle is registered. Select a county from the drop-down list. You may select more than one county by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. Selecting a single county will limit the search results to legal residents of that specific county. Selecting more than one county will expand the search results to residents of the counties selected.

Tab Number: License tab number. Enter the complete tab number.

Expiration Date: Vehicle license expiration date. Enter a specific date or a range of dates in MM/DD/YYYY format. You must enter a specific date in the first data field.

Vehicle Brand(s): Vehicle brand. Select a value from the drop-down list. You may select more than one brand by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse.

Last Name(s): Last name. Enter all or part of the last name. You may search using more than one last name by separating each name with a comma. For example: Doe, Smith, Jones. Wildcards are allowed.

Sdx: Soundex. Clicking in this box allows for a phonetic search. Results vary, and may dramatically increase the number of records returned.

First Name(s): First name. Enter all or part of the first name. You may search using more than one first name by separating each name with a comma. For example: Jana, Jane, Janet. Wildcards are allowed.

Sdx: Soundex. Clicking in this box allows for a phonetic search. Results vary, and may dramatically increase the number of records returned.

Middle Name(s): Middle name. Enter all or part of the middle name. You may search using more than one middle name by separating each name with a comma. For example: Fae, Fay, Faye. Wildcards are allowed, but may significantly slow the search.

PIC: Personal Identification Code. A unique code based on a person's name and birth date that is used by DOL for record identification. The PIC is known as the Driver License, Identicard, permit, or Operator License Number (OLN). You may use all or part of the PIC. Wildcards are allowed.

Business Name(s): Name of the business that owns the vehicle. Enter all or part of the business name. You may search using more than one name by separating each name with a comma. For example: Avis, Budget, Hertz. Wildcards are allowed.

UBI Number: Uniform Business Identifier. A sixteen-digit code used by DOL to identify a business. Wildcards are allowed.

Street: Vehicle owner street address. Enter all or part of the street address. Wildcards are allowed, but may significantly slow the search.

City(s): Vehicle owner's city of residence. You may enter all or part of the city name. You may also search using more than one city by separating each name with a comma. For example: Seattle, Sea-Tac, Tukwila. Selecting a single city will limit the search results to residents of that specific city. Selecting more than one city will expand the search results to residents of the cities selected. Wildcards are allowed.

State: Vehicle owner's state of residence. Enter the state as the standard two-letter abbreviation (WA, OR). Wildcards are allowed.

Owner County: Vehicle owner's county of residence. Select a value from the drop-down list. You may select more than one county by holding down the Ctrl key on your keyboard while clicking on the desired value with the mouse. Selecting a single county will limit the search results to legal residents of that specific county. Selecting more than one county will expand the search results to residents of the counties selected.

Zip Code(s): Zip Code. You may search using one or more Zip Code. If searching more than one Zip Code, separate each number with a comma. For example: 98501, 98502, 98503. Selecting a single Zip Code will limit the search results to those residing within that area. Selecting more than one Zip Code will expand the search results to additional areas. Wildcards are allowed. This field allows a maximum of 255 characters.

Options for Display of Results

Limit Name and Address Searches to Current Owners Only: This box is checked by default. It will limit the search to a vehicle's current owners. If unchecked, the search is expanded to the vehicle's previous owners.

Include Names and Addresses with Vehicle List: This box is checked by default. It will include the names and addresses of current vehicle owners in the search results. If the box is unchecked, the names and addresses of current vehicle owners will not display. Using this option increases the time required to process the search.

Max. Records to Display: The DAPS system will display a maximum of 300 records. If you are searching for a common vehicle, such as a Honda, include as much information as possible to narrow the search. Power Users have the ability to change this number to as high as 9999. If you have increased the maximum records to display, the results will be divided into blocks of 300 records.

Sort Results By: Search results are defaulted to sort by Plate. You may select other options from the drop-down lists.

Processing a Vehicle Search

Click on the **VEHICLE SEARCH** button  to access the **Vehicle Search** screen:

Department of Licensing
DRIVER AND PLATE SEARCH
Vehicle Search

HOME DRIVER SEARCH **VEHICLE SEARCH** HELP LOG OFF

SEARCH RESET

Use this area to search for Vehicles and/or owners of Vehicles.
Only name and address information is available for Vehicle owners.

Wild Cards: (underscore) = 1 Character, % (percent) = One or more characters

Vehicle Search Criteria

Plate: or VIN:

Model Year: thru Make(s):

Series Body(s): Special Plate Code:

Primary Color: (Any, Aluminum, Beige, Black) Secondary Color: (Any, Aluminum, Beige, Black)

Use Class: (Any, Camper, Circus or Carnival, Combination Farm Truck (see CMB)) Registered in County: (Any, Adams (01), Asotin (02), Benton (03))

Tab Number: Expiration Date: thru
Enter dates as: MM/DD/YYYY

Vehicle Owner Name Search Criteria

Last Name(s): First Name(s):

Middle Name(s): PIC:

Business Name(s): UBI Number:

Vehicle Owner Address Search Criteria

Street: City(s):

State: (WA) Owner County: (Any, Adams (01), Asotin (02), Benton (03))

Zip Code(s):

Options for Display of Results

☒ Limit Name and Address Searches to Current Owners Only ☒ Include Names and Addresses with Vehicle List

Max Records to Display: 300


Sort Results By: (Plate) (Plate) (Plate)

Hint: If your search results screen shows an error message related to time out, click the BACK button to return to this page and try your search again.
Use <CTRL> to select multiple items from County, Use Class, Primary Colors, and Secondary Colors

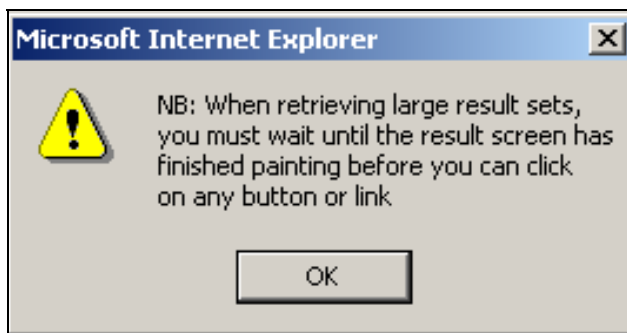
SEARCH RESET

Vehicle Search Screen – Power User


When conducting a search of Vehicle records, you may use any combination of data fields on this screen. The more data fields completed, the more accurate the search results.

1. Place the cursor in the data field desired and enter the appropriate information. Remember that fields ending with an **(s)** mean that you can search by more than one value for that field by separating each value with a comma: Dodge, Ford, GMC.
2. Once you have completed entering the Vehicle information, you may enter Vehicle Owner search criteria.
3. If desired, you may change the **Maximum Records to Return** from 300 to 9999.
4. If desired, you may choose different **Sort Results By** options by selecting from the drop-down lists.
5. Click once on the **Search** button .

NOTE: If you increase the **Maximum Records to Return**, a pop-up warning message will open, indicating that you must wait until the results screen finishes painting before you may click on any link or button.



Warning Message

NOTE: You must click **OK** on the warning message, and click again on the **SEARCH** button  to activate the search.

The time it takes the system to search the Vehicle database may be lengthy depending upon the search criteria. A search utilizing a specific Plate or VIN will be much faster than a search of possible makes and body styles.

The DAPS system will display up to 300 records unless a greater number has been selected. If more records are found than were requested, the system will display a 20-record sample on the **Vehicle Search Results** screen:

Driver and Plate Search - Vehicle Search Results - Microsoft Internet Explorer provided by Department Of Licensing for ISA

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://dpsearchdev/VehicleList.asp Go Links

Department of Licensing

DRIVER AND PLATE SEARCH

Vehicle Search Results

HOME DRIVER SEARCH VEHICLE SEARCH HELP LOG OFF

4535 Matching Vehicle Records Found

Note: Display limited exceeded, only 20 sample records will be displayed. The sample records will not be sorted.

Plate	Year	Make	Series	Color(s)	VIN	Expires	Old Plate	New Plate
&187061	2000	FORD	CAR HAUL	White	3FDNX65H2YMA11332		PURGED	A28605J
Owner:		Legal: WHIDBEY ISLAND BANK				No PIC on file		
Address:		Registered:		PO BOX 391	CLINTON	WA-98236	Island	
		Legal:		P BOX 628	FREELAND	WA-98249	Island	
&212090	2000	FORD	MUSCV	Silver	1FAFP45X3YF270695		ICEHOLE	
Owner:		Registered: MADDOCK, JAMES F				PIC: MADDQJF652CB		
Address:		Registered: C/O EVERGREEN FORD 1500 18TH AVE NW				ISSAQUAH	WA-98027	King
&214694	2000	FORD	F1PU		2FTRX07L2YCB18932			
Owner:		Registered: KORUM MOTORS INC				No PIC on file		
Address:		Registered:		PO BOX 538	PUYALLUP	WA-98371	Pierce	
&214695	2000	FORD	F1PU		1FTZF1721YKB34454			
Owner:		Registered: KORUM MOTORS INC				No PIC on file		
Address:		Registered:		PO BOX 538	PUYALLUP	WA-98371	Pierce	

Done Local intranet

Vehicle Search Results Screen

At this point, you have the option of narrowing the search by excluding or including information. For example, if you think the vehicle owner's name is some variant of Davidson and you've entered DAV% in the **Last Name(s)** field, you could narrow the results by entering an additional letter: DAVI%. Likewise, if you've entered four different vehicle makes, you could narrow the search by entering only one or two makes at a time.

Vehicle Search Results

If your Vehicle search results in the maximum number of records you've requested or fewer, the **Vehicle Search Results** screen opens:

71 Matching Vehicle Records Found

Plate	Year	Make	Series	Color(s)	VIN	Expires	Old Plate	New Plate
A09572G	2000	FORD	PU	Silver	2FTRX17W8YCA33271			
Owner:		Legal:		KEY BANK USA		UBI: 601700870		
		Registered:		SMITH,TAYLOR R		No PIC on file		
Address:		Legal:		4910 TIEDEMAN RD SUITE B		BROOKLYN		OH-44144
		Registered:		10520 INDEPENDANCE RD		ROCHESTER		WA-98579
								Asotin
A09574G	2000	FORD	PU	Gray	1FTZR15XDYP70044	2/3/2004		
Owner:		Legal:		KEY BANK USA		UBI: 601700870		
		Registered:		BEEMAN,RUSSELL H		No PIC on file		
Address:		Legal:		4910 TIEDEMAN RD SUITE B		BROOKLYN		OH-44144
		Registered:		10323 FRIAR CREEK RD		MONROE		WA-98272
								Snohomish
A09589G	2000	FORD	PU	Blue	1FTSW31F9YEB98362			
Owner:		Legal:		FORD MOTOR CREDIT COMPANY		UBI: 409014539		
		Registered:		BUNNEY,CLAIRE		PIC: BUNNEC*412C0		
Address:		Legal:		PO BOX 105704		ATLANTA		GA-30348
		Registered:		2602 EVERETT AVE APT 1		EVERETT		WA-98201
								Snohomish

Vehicle Search Results Screen

Notice that the menu items at the top of the screen are the same as on the **Vehicle Search** screen. You may click on any of these menu items to be routed to another point in the DAPS application. In addition, you may navigate from one screen to another by using your browser's forward and back buttons.

Matching Vehicle Records Found

This table displays the search results. These are the records found in the Vehicle or Vehicle Owner database that match your search criteria.

Notice that each **Plate** is underlined. Underlined items indicate a hyperlink that, when clicked, will provide additional information. If you click on a **Plate**, the **Vehicle Information** screen will open.


In addition to the **Plate**, each **PIC** is underlined. If you click on a **PIC**, you will access that specific Owner record and be able to view the details for that person.

How to Proceed

Once the **Vehicle Search Results** screen opens, you have four basic ways in which to proceed:

- **Accept the results as they are displayed.**
- **Access additional information on a specific vehicle record.**
- **Do not accept the results; refine the search criteria.**
- **Select from the menu options.**

1. Accept the Results as Displayed:

If you are accepting the results as displayed, your choices are to view them on the screen or print them out. If you wish to print the results, click on the print icon  on your browser. This will print the entire list of results. If you wish to print only a portion of the results, you may copy and paste selected results into a word processing document, and then print the document.

2. Access Additional Information:

If you wish to view additional vehicle or owner information, click on the selected **Plate** or **PIC**. Underlined information, such as the **Plate**, indicates a hyperlink. Clicking on a hyperlink will bring up another screen that will provide you with additional information, in a sense “drilling down” into that record. Use your browser’s forward and back buttons to move from screen to screen.

The following is a typical **Vehicle Information** screen:

DRIVER AND PLATE SEARCH

Vehicle Information

[HOME](#) | [DRIVER SEARCH](#) | [VEHICLE SEARCH](#) | [COMBINATION SEARCH](#) | [SYSTEM MAINTENANCE](#) | [HELP](#) | [LOG OFF](#)

Selected Vehicle

Plate:	A86288M	VIN:	F10SR493076
Series Body:	PU	Specialty Plates:	None
Model Year:	1964	Make:	FORD
Primary Color:	Light Blue	Secondary Color:	
Legal Residence County:	Pierce	Special Plate Code:	
Old Plate:	T09784	New Plate:	
Issue Date:	200201	Last Update:	1/24/2002
Use Class:	COM-Commercially Used Truck or Trailer		
Transaction Code:	\$& - Transfer with license		
Previous Transaction Code:	-		
Vin Flags:	None		
Plate Flags:	(L)-CENTENNIAL PLATE ISSUED		
Special Flags:	None		

Related Vehicles

Plate	VIN	Model Year	Make	Series Body	Use Class	Link Type	Last Update
T09784_0	F10SR493076					Bred-OldPlate	1/24/2002

Vehicle Owner

Plate	Owner Type	PIC	UBI	Owner Name	Birth Date	Last Update
A86288M	Registered	ALLEN* M307JM		ALLEN,TIMOTHY M		1/24/2002

Vehicle Address

Plate	Owner Type	PIC/UBI	Street	City	County	Zip Code	State	Last Update
A86288M	Registered	ALLEN* M307JM	12316 206TH ST E	GRAHAM	Pierce	98338-8906	WA	1/24/2002

Vehicle Transaction

Plate	Transaction Code	Previous Transaction Code	Transaction Date
A86288M	\$& - Transfer with license		1/24/2002

Vehicle Information Screen

Selected Vehicle: The **Selected Vehicle** table gives current Vehicle history.

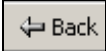
Related Vehicles: This table provides additional information that relates to the selected vehicle, such as former license plate numbers.

Vehicle Owner: This table provides information on the vehicle's registered owner.

Vehicle Address: This includes the address information on file for the selected vehicle.

Vehicle Transaction: This includes a history of the transactions on the Vehicle record.

3. Do Not Accept the Results; Refine the Search Criteria:

If the search returns too few or too many records, you may wish to go back to the **Vehicle Search** screen and include more information by which to search. Simply click on your browser's back button  to return to the **Vehicle Search** screen. Your original search criteria should continue to display so that you can modify the parameters and initiate another search.

4. Select from the Menu Options:

If desired, you may click on any of the menu buttons to log off or be routed to another area of the DAPS application.

More than the Maximum Number of Records Returned

If you've narrowed the search as much as possible and still have more than the maximum number of records returned, you may contact the Department of Licensing Communications Unit to request an **Unload**. An **Unload** is a report that details all of the search results. **It may take more than 24 hours to receive this type of information.**

HINT: If your search criteria includes both genders and more than the maximum number of records are found, you might be able to view all records by searching by one gender and then the other.

Requesting an Unload from DOL

If you have narrowed the search as much as possible and still have a return of more than the allowed maximum number of records, you may e-mail the Department of Licensing Communications Unit with a request for an **Unload**. When you request an Unload, DOL staff will produce a report that contains all of the records you have requested. These reports are typically either faxed or mailed back to the person who requests the Unload.

NOTE: It is very important to give the Communications Unit staff the exact search criteria that you used in your original search. If the search criteria do not match, the Unload Report from DOL will include information that is different from your original search. In addition, it's important to note that the information contained in the Unload Report is that which is current in the system at the time the Unload is processed.

To request an Unload, scroll down to the bottom of the **Vehicle Search Results** screen to the table entitled **Processing Results**. The information in the **Criteria Supplied** field will be the criteria that you will send to DOL.

Driver and Plate Search - Vehicle Search Results - Microsoft Internet Explorer provided by Department Of Licensing for ISA

Address: http://dpsearchdev/VehicleList.asp

&244467	2000	FORD	EXPLR		1FMZU72EXYZA32826	1/1/1900		
	Owner:	Registered: TSA WASHINGTON DBA HERTZ CAR RENTAL					No PIC on file	
	Address:	Registered: 3601 N 20TH AVE PASCO WA-99301					Franklin	
&244468	2000	FORD	EXPLR		1FMZU72E2YUA63758	1/1/1900		
	Owner:	Registered: TSA WASHINGTON DBA HERTZ CAR RENTAL					No PIC on file	
	Address:	Registered: 3601 N 20TH AVE PASCO WA-99301					Franklin	
&244565	2000	FORD	TAU4D	White	1FAFP5522YG165201	3/6/2003	813KPL	
	Owner:	Registered: PRODIGY SALES INC					No PIC on file	
	Address:	Registered: 837 MOORE ST SEDRO WOOLLEY WA-98284					Skagit	
&245120	2000	FORD	F1PU	Gray	2FTRX17W8YCA72846	1/1/1900		
	Owner:	Registered: KORUM MOTORS INC					No PIC on file	
	Address:	Registered: PO BOX 538 PUYALLUP WA-98371					Pierce	

Processing Results			
User Name	Crocodile Dundee		
Criteria Supplied	Model Year:2000 Make:Ford		
Query Type	SQL Search Executed	Processing Time	Records Found
Vehicle	Select distinct TOP 20 Vehicle.* from Vehicle Where (1 = 1) and (Vehicle.ModelYear = '2000') and (Vehicle.Make = 'Ford')	Count: 2 sec Select: 2 sec	4535
Start Time: 9/12/2003 1:22:11 PM Finish: 9/12/2003 1:22:13 PM			

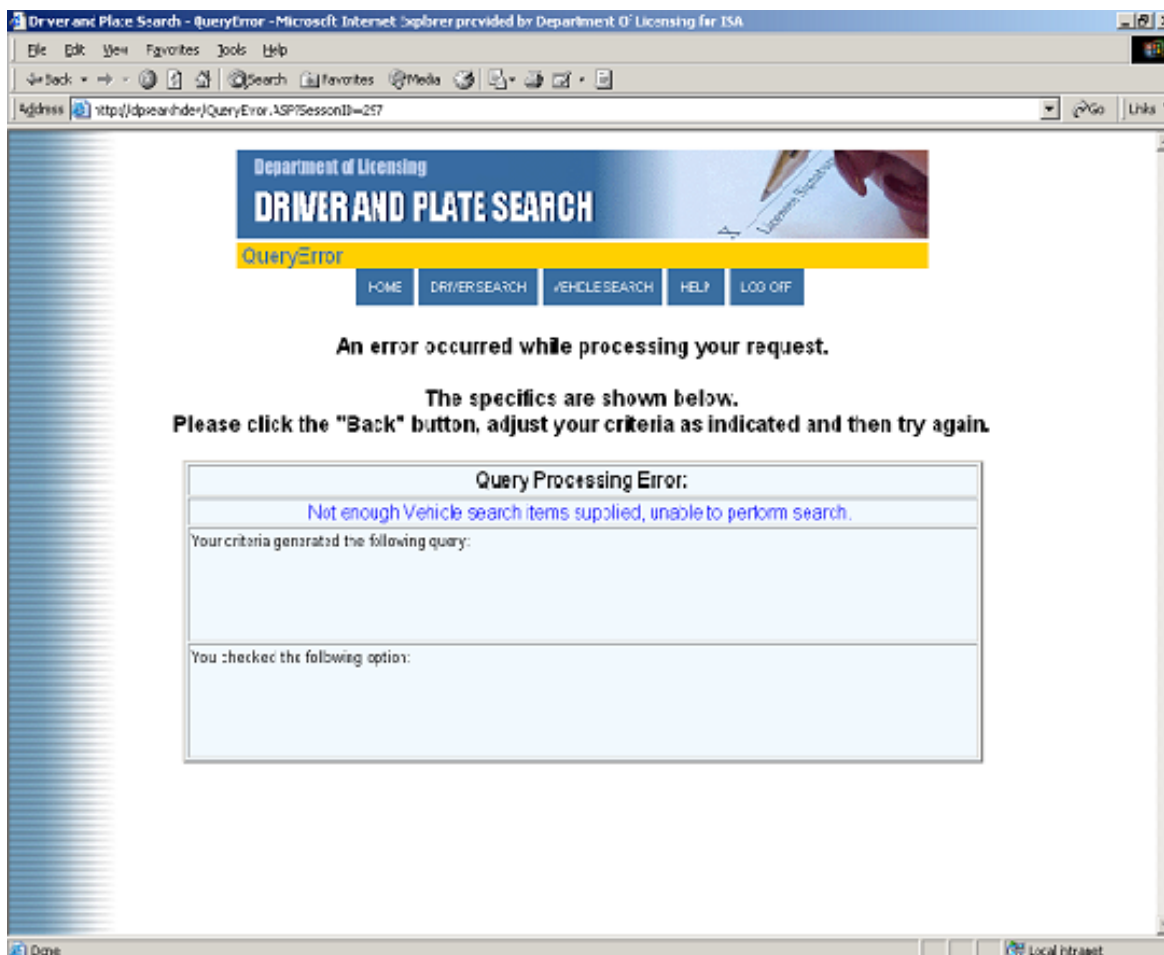
Local intranet

Vehicle Search Results Screen

1. Copy the information exactly as is given in the **Criteria Supplied** field. An easy way to do this is to use the computer mouse to highlight and **Copy** the information.
2. In the body of the e-mail to DOL, either type in the exact search criteria or **Paste** what you copied with the mouse.
3. Enter your contact information, such as your phone number and FAX number, and send the e-mail to the Department of Licensing Communications Unit. Depending upon the size of the report, DOL staff will send the results to you either by FAX or by the Postal Service.

Query Error Screen

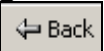
The **Query Error** screen will display if the search criteria that you entered gives rise to an error during the processing of your search. A typical example of a **Query Error** screen is:



Query Error Screen

There are a number of reasons why a search will return an error. Some of the more common are:

- No records exist in the database that match the search criteria.
- Not enough information was given to initiate a search.
- Information is not entered correctly. For example, the first **Model Year** data field is left empty, but a value is entered in the **Model Year thru** data field.

The **Query Processing Error** table will identify what generated the error. Use the browser's back button  to return to the **Vehicle Search** screen to modify the search criteria and initiate another search.

Glossary

CDL: Commercial Driver License.

DAPS: Driver and Plate Search.

DOL: Department of Licensing.

External User: A user classification that identifies those outside of DOL who have limited access to the Driver and Plate Search application.

PIC: Personal Identification Code. A unique code based on a person's name and birth date. The PIC is known as the Driver License, Identocard, permit, or Operator License Number (OLN), and is used by DOL for record identification.

Power User: A user classification that identifies those outside of DOL who have access to the Driver and Plate Search application. Power Users have access to extended application functionality.

Sdx: Soundex. Phonetic coding used to find names that are similar in sound.

SSN: Social Security Number.

UBI: Uniform Business Identifier. A unique sixteen-digit code used by DOL to identify a business.

VIN: Vehicle Identification Number.